



ཨཱ་ཁྱལ་ཡོངས་ཆུ་དབུང་དང་གནམ་གཤིས་རིག་པའི་རྩེ་བ།
NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY

THIMPHU: BHUTAN

“Center of Excellence in Hydrology, Meteorology and Cryosphere Science and Services”



SALARY ADVANCE FORM

Particulars	Details
Employee Name:	
Employee ID No.	
CID. No	
TPN	
Bank Account No.	
Grade/position level	
Designation	
Department/ Division	
Gross Pay	
Amount Requested	
Purpose	

I.....(applicant) hereby confirm that particulars mentioned above are

all correct. If the said amount is sanctioned, I authorize the concerned office to recover the amount from my salary within the next months in the same financial year. In the event of default on my part, or leaving my present service or in any other exigencies, if the salary advance is not liquidated, I give my consent to the concerned office to recover the outstanding amount from my post-retirement benefits payable to me.

Signature of applicant
Date.....

Approving Authority
Signature.....

*Note:

-As per the notification No DTA/AD/Noti-01/2024-2025/336 dated February 14,2025:

1. Salary advance shall be limited to a maximum of one month's gross pay once in a financial year.
2. Salary advance is not an entitlement and hence can be given only in cases of emergency or for valid reason.

