

# ANNEXURE 3: SALARY ADVANCE FORM



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Bhutan Power Corporation Limited

Registered Office: Thimphu

## SALARY ADVANCE REQUEST FORM

### Personal Details

1. Full Name :
2. Employee ID No. :
3. Citizenship ID No. :
4. Grade :
5. Designation :
6. Office :
7. Date of Joining Service :
8. Amount Requested for Nu. :

I, hereby confirm that the above particulars are correct. If the said advance is sanctioned, I authorize the concerned BPC office to recover the amount in six installments or before 31<sup>st</sup> December of current year (whichever comes earlier).

In the event of default on my part or leaving my present service or in any other exigencies, if the salary advance is still unpaid, I give my unqualified consent to the BPC Management to adjust the amount outstanding against me from the post-retirement benefits payable to me/or any other amount due for me.

### RECOMMENDATION BY THE CONTROLLING OFFICER

I, hereby confirm that the mentioned particulars of Mr / Mrs / Miss.....  
of this office are correct, and therefore recommend for sanction of the salary advance, as requested by the applicant.

Signature of the Controlling Officer  
Name  
Designation and Office seal

For Official Use only:

The advance salary application of Mr/Mrs/Miss ..... has been scrutinized and found to be in order. There is no salary advance outstanding in the name of the applicant. The total of six months take home pay or take home pay before 31<sup>st</sup> December is enough to cover the advance amount.

Admissible Limit Ceiling of salary advance Recommended  
Nu. ....

In view of the above, a salary advance of Nu. .... ( in words....) be sanctioned to Mr/Mrs/Miss..... as per the terms and conditions given in this SRR with repayment at Nu.....per month with effect from the next salary disbursement.

Verified and Recommended by:

Signature & Name of Official

Approved and Sanctioned by:

Signature & Name of Official

