

ANNEXURE 3: SALARY ADVANCE FORM



Bhutan Power Corporation Limited

(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)

Registered Office, Thimphu

Thimphu: Bhutan



SALARY ADVANCE FORM

Personal Details

- 1) Personal Number :
- 2) Full Name :
- 3) Designation & Grade :
- 4) Office :
- 5) Date of Joining Service :
- 6) 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 equal monthly instalments before 31st December of the current year.

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 from me.

Signature of the Employee

For Official Use only:

The advance salary application of Mr/Ms..... has been verified and found to be in order. There is no salary advance outstanding in the name of the applicant. The total of take-home pay before 31st December is enough to cover the advance amount.

Salary advance of Nu. with repayment at Nu..... per month with effect from the next salary disbursement is recommended.

Verified and Recommended by HR:

Approved and Sanctioned by:

Signature & Name of Official

Signature and seal of Official