



དཔལ་ལྷན་འབྲུག་གཞུང་དབང་འདུས་པོ་བླ་མ་ལག་བདག་ལྷན་།  
དྲུལ་ཅེས་ཕྱོགས་མཐོང་ཞུགས་ཏོག།  
ROYAL GOVERNMENT OF BHUTAN,  
DZONGKHAG ADMINISTRATION, WANGDUEPHODRANG  
CLUSTER FINANCE SERVICES



## Salary Advance Form

Date: \_\_\_\_\_

### Section 1: Employee Details

Name:	Designation:
Employee ID:	Name of Agency/Sector:
Contact No.:	Current Monthly Gross Salary:

### Section 2: Salary Advance Request

- Amount Requested (Max. 1 month's gross salary): Nu. \_\_\_\_\_
- Reason for Advance (Specify emergency/valid reason) along with Documentation:

### Section 3: Employee Undertaking

I, hereby declare that:

- I have not availed any salary advance in the current financial year.
- I understand that this advance is not an entitlement and is subject to approval.
- I confirm that repayment of this advance will not affect my ability to meet other financial obligations (e.g., loan repayments to Financial Institutions).
- I authorize the deduction of the advanced amount from my next salary/monthly salaries until fully recovered.

Signature: \_\_\_\_\_.

### Section 4: Verified by:

- ☐ Cluster Finance Head. Approved (Amount: Nu. \_\_\_\_ /-)
- ☐ Rejected (Reason: \_\_\_\_\_)

### Section 5: Approved by :

Head of AFD/Agency

Note:

Head of Agency

Dzongkhag:Dzongrab	Gewog:Gup	Regional: Heads of different LC
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