



༄༅། གནམ་གྲུའི་སྐྱེལ་འདྲེན་ལས་ཁུངས།
བདན་དོན་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁག་ དཔལ་ལྷན་འབྲུག་གཞུང་།

Department of Air Transport

Ministry of Information and Communications

Royal Government of Bhutan



Paro International Airport

Salary Advance Form

Details	
Name of the employee:	
Employment ID:	
Citizenship ID:	
Designation:	
Grade/Position Level:	
Division/Section:	
Amount Requested:	
Bank Account Number:	
Purpose of advance (specify the purpose):	
Net salary:	
Un-liquidated advance:	

I hereby confirm that the above-mentioned information are all correct. If the requested amount is sanctioned, I authorize the concerned office to recover the amount on installment basis from my salary. In the event of default on my part or leaving my present service or in any other emergencies, 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 the Applicant
Date:

Endorsed by the Division Chief
Remarks:

Approved by the Head of the Agency