



འབྲུག་སློ་ཚོར་གོང་འཕེལ་ཚད་འཛིན།
Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan



“Inspiring the growth of livestock entrepreneurs”

SALARY ADVANCE REQUEST FORM

Details:

Particulars:	Applicant	Guarantor
Full Name	: XXXX XXXXXXXXXXXX	XXXXXXXXXXXX XXXXXXXXXXXX
Employee No	: XXXX	XXXX
CID No	: XXXXXXXXXXXX	XXXXXXXXXXXX
Grade	:	
Designation	:	
Office Address	:	
Date of Joining	: DD/MM/YYYY	DD/MM/YYYY
Amount Requested	: Nu. (Maximum of 2 months basic pay)	
Monthly deduction Amount	: Nu	

I (Applicant) hereby confirm that the details mentioned above are all correct. If the said amount is sanctioned, I authorize the Management to recover the stipulated monthly installments from my salary until it is fully liquidated.

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 Management to adjust the amount outstanding against me from post-retirement benefits payable to me or any other amount due for me.

Signature of Applicant

Date: (DD/MM/YYYY)

Approved/ Not approved (Tick appropriately)

Signature of the Approving Authority

Date: (DD/MM/YYYY)