



དཔལ་ལྷན་འབྲུག་གཞུང་། རྫོང་ཁག་བདག་སྐྱོང་། མོང་རྒྱལ།
Dzongkhag Administration, Mongar



SALARY ADVANCE FORM (Version I)

Particulars	Details
Employee Name:	
Employee ID No.	
CID No.	
TPN.	
Bank Account No.	
Grade/ Position level	
Designation	
Department/Division/ School	
Net Pay	
Amount Requested (Max. One Month's Basic Pay)	
Purpose (succinct)	

I hereby confirm that particulars mentioned above are all correct. If the said amount is sanctioned, I authorize the concerned office to recover the amount from my salary within the next months in the same financial year. In the event of default on my part, or leaving my present service or in any other exigencies, 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 applicant

Date.....

Sanctioning Officer
(Dzongkhag Finance Officer)

Signature.....

Date.....

**Note:*

- 1) The Sanctioning Officer shall not sanction any personal advances of any kind unless a previous advance of such kind is liquidated in full (FAM 5.7.5, FRR 2016)*
- 2) As per FRR 2016, a personal advance of any kind shall not be sanctioned or paid in case a previous personal advance remains unsettled. [FAM 8.1.6(a)].*
- 3) Salary advance shall be limited to one-month basic pay.*