

## Application for Salary Advance.

TANGSIBJI HYDRO ENERGY LIMITED

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### SALARY ADVANCE REQUEST FORM

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#### Personal Details

1. Full Name :
2. Employee No. :
3. Employee CID No. :
4. Grade :
5. Designation :
6. Office :
7. Date of Joining in Service :
9. Amount Requested for Nu :

I, hereby confirm that that the particulars mentioned are correct. If the said advance is sanctioned, I authorize THyE to recover the stipulated monthly instalments from my monthly salary till the advance amount 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 THyE management to adjust the amount outstanding against me from post-retirement benefits payable to me/or any other amount due for me.

Mr./Mrs/Miss..... has agreed to stand as surety for me.

#### Particulars of Surety

1. Full name of surety :
2. Employee No. :
3. Employee CID No. :
4. Designation :
5. Grade :
6. Office Address :

5. Date of joining service :

Signature (Affix Legal Stamp)	
Name:	.....
Permanent Address:	.....
Village:	.....
Geog:	.....
Dzongkhag:	.....

*Caution: - This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.*

I, do hereby undertake to repay the salary advance outstanding in the event of non-recovery of advance from Mr/Mrs/Miss..... who is known to me.

Place :	.....
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Signature of Guarantor Affix Legal Stamp	
Name of Guarantor:	.....
Permanent Address :	.....
Village:	.....
Geog:	.....
Dzongkhag:	.....

## RECOMMENDATION BY THE CONTROLLING OFFICER

I, hereby confirm that the mentioned particulars of Mr/Mrs/Miss ..... of this office are correct, and therefore recommend for sanction of the salary advance, as requested by the applicant.

Signature of the Controlling Officer

Name:.....

Designation &

Official Seal:.....

For Official Use Only:

The advance salary application of Mr/Mrs/Miss ..... has been scrutinized and found to be in order. There is no salary advance outstanding in the name of the applicant.

Admissible Limit Ceiling of salary advance Recommended

Nu.....

In view of the above, a salary advance of Nu..... (in words.....) be sanctioned to Mr/Mrs/Miss..... as per the terms and conditions given in the **Annexure-4.05 Eligibility of Salary Advance** with repayment at Nu..... per month with effect from next salary disbursement.

Verified and Recommended by:

Signature & Name of Official

Approved and Sanctioned by:

Signature & Name of Official

