



ཕྱི་རྒྱལ་ཡོངས་ཁྱིམ་བཟོ་གོང་ས་འབྲེལ་ལས་འཛིན་ཚད།

ཁྱིམ་ཉམས་བཅོས་དང་བཟོ་སྐྱོན་ཞབས་ཏྲུག་ལྷེ་བ། འབྲུག། ཐིམ་ཕུག།

NATIONAL HOUSING DEVELOPMENT CORPORATION LTD.

HOME MAINTENANCE AND BUILDING CENTER

Head Office : Thimphu, Bhutan

"Always be our client's first choice"



LABOUR PAYMENT ADVANCE REQUEST FORM

Personal Details :

- 1. Full Name :
- 2. Citizenship ID No. :
- 3. Grade :
- 4. Designation :
- 5. Date of Joining Service :
- 6. Amount Requested for Nu. : (Max. 50% of monthly wage)

Amount In word :

I, hereby confirm that the above particulars are correct. If the said advance is sanctioned, I authorize the concerned NHDC office to recover the amount from this month salary/bill. 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 NHDC Management to adjust the amount outstanding against me from any other amount due for me.

Name/Signature of applicant

GUARANTOR ASSURANCE

I, hereby confirm that the above particulars of applicant for the salary advance are correct to the best of my knowledge. I unconditionally guaranteed and authorize the concerned NHDC office to recover the amount from my salary bill or any other amount due for me in the event above applicant fails to fully settle.

Name/Signature of Guarantor

CID No. :

RECOMMENDATION BY THE CONTROLLING OFFICER

I, hereby confirm that the mentioned particulars of above applicant 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 and Office seal

Approved by:

Operations Manager

HMSC

Name of Work :

Amount Received by applicant Nu.(words:)

Signature & Date