



The Operations Manger,
 Home Maintenance & Building Centre,
 National Housing Development Corporation Ltd.,
 Thimphu.

Subject : Requesting for Labour Contract Advance payment/RA Bill

Name of Work : _____

Sir,

I, group representative would like to request you for advance payment of Nu. (in word:.....) only for the month of, 20..... as per the attached attendance sheet maintained by us or the work progress.

I, hereby confirm that the below particulars are correct. If the said advance is sanctioned, I authorize the concerned office to recover the amount from my next salary/bill. In the event of default on my/our part or leaving my present service or in any other exigencies, if the salary advance is still unpaid or fully settle, I give my unqualified consent to the NHDC management to adjust the amount outstanding against me and my group from any other amount due for me/us or produce in the court of law.

Signature of Group Representative & Date

Name :

CID No.:

(Official Use)

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/bill advance Nu. (in word:.....) after verification of work carried out till date as requested by the applicant which is (advance) within the projected executed value.

Signature of the Site Engineer

Name :

Approved by:

Operations Manager
HMSC