



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཁབ་དང་སྐྱོན་ལྷན་ཁག  
ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF AGRICULTURE & LIVESTOCK



**SALARY ADVANCE FORM**

| Particulars         | Details |
|---------------------|---------|
| Employee Name:      |         |
| Employee ID No.     |         |
| CID No.             |         |
| TPN.                |         |
| Bank Account No.    |         |
| Position level      |         |
| Designation         |         |
| Department/Division |         |
| Gross Pay           |         |
| Amount Requested    |         |
| Purpose             |         |

I..... (applicant) 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.



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**Signature of applicant**

**Date.....**

**Approving Authority**

**Date.....**

**Signature.....**

**\*Note:**

- As per FMM 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).

**As per salary payment notification vide notification no DTA/AD/Noti-01/2024-2025/336 dated 14/2/2025**

1. A salary advance shall be limited to a maximum of ONE month's gross pay once in a financial year.
2. Salary advance is NOT an entitlement and hence can be given only in case of emergency or for a valid reason.
3. A person availing salary advance must give an undertaking that it's repayment capacity for any other indebtedness (loans from FIs) etc is not compromised due to the resulting deduction for the salary advance.
4. The approving officer as per the delegation of financial power (*Appendix-I of FMM 2016*) must verify the reasons as well as the undertaking given by the applicant and hence are accountable.