



**SALARY ADVANCE REQUISITION FORM**

Date: .....

1. Name of employee: .....
2. Designation: .....
3. Financial year: .....

**Signature of applicant**

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**(Verified by Accounts Division)**

Certified that the above applicant has no dues on previous advance and adverse record on financial discipline. Therefore, recommended for approval.

**Signature of dealing official**

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BCCI/.....

Date: .....

Sanction is hereby accorded for the payment of a sum of Nu..... (Ngultrum ..... ) only to the above applicant as an salary advance.

**(Secretary General)**

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- Cc:
1. Accounts Division for necessary action
  2. Personal file
  3. Person concerned