

JIGME NAMGYEL ENGINEERING COLLEGE  
ROYAL UNIVERSITY OF BHUTAN  
DEWATHANG, SAMDRUPJONGKHAR

SALARY ADVANCE REQUEST FORM

Date: .....

Name:.....Position: .....

Department/Unit: .....

Employee id number: .....

Advance amount needed: .....on (date) .....

Reason for advance: .....

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Dated Employee's signature: .....

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**REPAYMENT SCHEDULE:** All advances must be paid before one month or else it will be deducted from the coming month salary.

Recommended by: .....Date .....

AFO/Accountant (Head, Finance Section)

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Approved by: .....Date.....

Director (Head of the College)

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