



# DZONGKHAG ADMINISTRATION WANGDUEPHODRANG



Ref. No. RAA/

Dated:

## Appendix – II

### APPLICATION FOR AUDIT CLEARANCE CERTIFICATE (Other than Promotion)

The Auditor General  
Royal Audit Authority  
**Thimphu: Bhutan**

Sir,  
May I request that an Audit Clearance Certificate be issued to ..... for the purpose of.....I certify that he/she does not have any outstanding advances or adverse audit observations as of.....Particulars of the official as per the records of this office are shown below.

**(a) Bio-Data**

Name		Employee ID No:		Cadre:	
Nationality:		Citizenship ID No./ Non-national ID No:		Grade:	
Department/ Organization					

**(b) Service details:**

Sl. No.	Name of the Organization	Designation	Period		Appt. status	Place of posting	Ref. of last Audit Clearance
			From	To			

(It is mandatory to fill up the complete details of service of the employee with the Royal Government. Use a separate sheet if necessary)

I hereby declare that the information given above is correct and assume full responsibility for any mis-declaration.

SEAL OF OFFICE

**Signature**  
**Head of the Organization**

**Name:**

**Designation:**

*(The signatories above are personally and collectively responsible for any incorrect information and shall be liable to make good any outstanding advances/unsettled paras against the officer.)*