



## GOVERNMENT EMPLOYEE LOAN APPLICATION

Reference No. ....

Branch .....

Name : _____ Employee I.D. No. _____		<b>Photograph</b>
Designation : _____		
Date of Appointment to the Current post : _____		
Contact Details : ..... ..... Telephone Nos.      DAY TIME      ..... Office      ..... Mobile No.      .....	Permanent Address : ..... ..... Date of Birth : ..... ID. Card No. (Old) : ..... ID. Card No. (New) : .....	
Relationship Since : ..... Accounts maintained with us : a) Savings Account Number : ..... b) Current Account Number : ..... c) Loan Account Number (s) : .....		
Type of Application :      New <input type="checkbox"/> Additional <input type="checkbox"/>		
Amount Requested : .....      Term required : .....		
<b>Security and Documentation :</b>		
1. Undertaking form <input type="checkbox"/>	2. Two Photographs (Latest) : <input type="checkbox"/>	
3. Identity Card Copy new and old <input type="checkbox"/>	4. Copy of :	
5. Latest pay slip authenticated by Finance <input type="checkbox"/>	a) Initial appointment order. <input type="checkbox"/> b) Appointment order to the current Post/ agency. <input type="checkbox"/>	
Place : ..... Date : .....	(Legal Stamp)  Signature of Applicant.	
Seal:	Full Name : .....	
Recommended :      Signature of Head of Agency:		

Date ...../...../.....

**UNDERTAKING**  
(To be filled by AFD)

To  
Bhutan National Bank Ltd

Mr./Mrs./Miss ..... a regular employee of .....  
..... has applied for a loan of Nu.....  
(Ngultrums ..... ) from your Bank.

If the loan is sanctioned, we **undertake** to deduct and pay the monthly installment from his/her salary to his loan account/Savings account until the loan is fully liquidated. If the employee is suspended/ has absconded or is terminated from service, we undertake to recover the loan outstanding from his/her service benefits. In case the employee is transferred, we will inform the bank and the concerned department to deduct the monthly installment and remit it to bank without fail.

Employee's Details

Designation : .....		
Grade : .....		
Joining Date : .....		
Years to retirement ( $\frac{1}{2}$ Year ) : .....		
Basic Pay : .....	Allowances .....	Gross Pay .....
<b>DEDUCTIONS</b>		
P/F .....	Salary Tax .....	Health Tax .....
House Rent .....	GIS .....	Vehicle Loan.....
Education Loan from NPPF .....	Personal Loan .....	Advance .....
Others .....		
Total Deductions .....	Net Payable .....	
Seal of AFD. Head/Finance Officer <sup>1</sup>	Name .....	Signature.....
OFFICIAL SEAL	Signature of Head of Agency .....	
	Name .....	
	Designation .....	
	Address .....	

<sup>1</sup> Head of AFD for Government Departments, Finance Officer for Corporations and Autonomous bodies, Defence Accounts Officer for RBA, Pay and Accounts Officer for RBG.

<sup>2</sup> Directors, Dzongdas, Managing Directors, Chief of Police, Defence Accounts Officers.