



Date: .....

The Chief Executive Officer,  
Bhutan National Bank Ltd,  
Thimphu

**DEPARTMENT UNDERTAKING**

Mr./Mrs./Miss ....., a regular employee of ..... has applied for a VISA Gold international Credit Card with a limit of US Dollar.....(..... only from your bank. If the said credit limit is sanctioned, we hereby undertake to deduct the amount whatever due from his/her salary and remit it to your bank until the due whatever is fully liquidated.

In the event of the employee being suspended, absconded or terminated from the service, we hereby undertake to recover the outstanding dues from his/her service benefits. Incase of transfer of the employee, we shall inform the concerned department to deduct the amount due and remitted to the bank without fail.

His/Her bio-data/salary structure is as follows: (To be filled in by the Accounts division)

Designation: .....	Provident Fund A/c No. ....
Grade: .....	Last Balance: .....
Joining Date: .....	Years to retirement: .....

**EARNINGS:** Basic Pay: Nu.....Allowances: Nu. ....Gross Pay: Nu.....

<b>DEDUCTION DETAILS:</b>	
P/F: .....	Salary Tax: ..... Health Tax: ..... GIS: .....
House Rent: .....	Vehicle Loan ..... Housing Loan: ..... Advance: .....
Personal Loan.....	NPPF Loan ..... Others: .....
<b>Total Deductions: NU. .... Net Payable: NU. ....</b>	
Accounts/Finance Officer:	
Name: .....	Signature: .....
<b>Official Seal</b>	



Signature of Head of the Dept./Organization: .....  
Name: .....  
Address: .....  
.....

**NOTE: Please attach your latest Pay Slip with this form**