

**UNDERTAKING**

**For Government Employees and Armed Forces**

To  
Bhutan National Bank Ltd

.....  
Mr./Mrs./Miss ..... a regular/contract employee  
of ..... has applied for a **total** loan of  
Nu..... (Ngultrum .....) from your Bank.

In the event, the loan is sanctioned and the employee is suspended/absconds or is terminated from service; we undertake to recover the loan outstanding from his/her service benefits. In case the employee is transferred, we shall inform the Bank and the concerned organization to uphold all the terms of this undertaking.

“We stand by this undertaking and hold ourselves fully responsible and accountable for any wrong information furnished about our concerned staff and failure to inform the Bank in the event of Suspension/ Absconding/ Termination/ Transfer/ Retirement of the staff.”

**Employee's Details (To be filled up by the AFD/HRD of the concerned office)**

Designation:  
Grade:  
Joining Date:  
Years to retirement (minimum five years):  
PF A/c No....., Maintained with  NPPF  RICBL  BNBL  Other Fls

Seal of  
ADM Head/Human Resource Officer      Name.....  
Signature.....      Office Tel No: .....  
Fax No: .....

Basic Pay: ..... Allowances .....  
Gross Pay .....

**DEDUCTIONS**

P/F.....      Salary Tax.....  
Health Tax .....      House Rent .....  
GIS .....      Vehicle Loan .....  
Education Loan from NPPF .....      Personal Loan .....  
Advance .....  
Others .....

Total Deductions .....

Net Payable .....

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

Seal of  
AFD. Head/Finance Officer<sup>1</sup>      Name .....

Signature .....

Office Tel No: .....

Fax No: .....

Signature of Head of Agency<sup>2</sup> .....

Name .....

Designation .....

OFFICIAL SEAL

Address .....

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

<sup>2</sup> Directors, Dzongdags, Managing Directors,/CEOs Chief of Police, Defence Accounts Officers