

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

UNDERTAKING

To
Bhutan National Bank Ltd

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

In the event, the loan is sanctioned, we **undertake** to deduct and pay the monthly instalment from his/her salary to his/her loan/Savings account until the loan is fully liquidated. In the event, 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 deduct the monthly instalment and remit the same to the Bank without fail. "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 this event of Suspension/ Absconding/ Termination/ Transferred/ 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 <input type="checkbox"/> RICBL <input type="checkbox"/> BNBL <input type="checkbox"/>	
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
Seal of AFD. Head/Finance Officer ¹ Name Signature	
Office Tel No: Fax No:	
OFFICIAL SEAL	Signature of Head of Agency ²
	Name
	Designation
	Address

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

² Directors, Dzongdags, Managing Directors, Chief of Police, Defence Accounts Officers