**WELFARE ADVANCE APPLICATION FORM**

The President Application Date:

Postal Staff Welfare Fund

Bhutan Postal Corporation Limited

Thimphu

**APPLICATION FOR ADVANCE WITHOUT SERVICE CHARGE**

Sir,

I am a member of the PSWF. I have read all the Rules of the PSWF, and having understood the terms and conditions, I wish to apply for a advance for the reason stated below:

……………………………………………………………………………………………………………………

…………………………………………………………………………………………

**Applicant Details:**

Name: …………………………………………….. Expected Years to retirement from service: ………

Position Title: …………… PSWF membership since: …………………

Grade: ………………………….

Amount Applied for Nu………………..(In word)……………………………………………………..

Monthly installment: ……………………….

Affix

Legal

Stamp

 Name and Signature of applicant

**(For Official Use Only)**

 I herebydssssssse that the reason submitted by the applicant is true as per our records and forward it for necessary consideration.

 **Secretary**

The applicant has no outstanding advance against his name, therefore the advance applied for may be approved as per the conditions mentioned above and based on the rules of the PSWF for an amount of Nu…………………………………………………………………………… only

 (**Treasurer)**

**Approved/ Not Approved**

**(President)**

1. *Cashier shall deduct monthly from his/her salary*
2. *Has to confirm applicant’s net take home pay (after all deduction) which shall not fall below 30% of net pay. Please attach the last month’s pay slip which has to be counter signed by Account Officer.*