



འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་ཚད་འཛིན།
BHUTAN NATIONAL BANK LIMITED

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Issue Date: 20th May 2019

Revision
Date:

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. In case 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.

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



Signature of Head of the Dept./Organization:

Name:

Address:

NOTE: Please attach your latest Pay Slip with this form

Your Relationship Bank