



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཁབ་འཕུལ་གྲོལ་ལྷན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



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**PUBLIC WORK ADVANCE FORM**

1. Employee Name:
2. Employee ID No:
3. Bank Account No:
4. Department/ Division:
5. Name of Activity:
6. Budget line:
7. Estimated Amount:
8. Advance Amount Requested:
9. Purpose:

**Submitted by:**

Signature:

Date:

**Sanctioning Authority**

**Head of Department**

\*Note: As per FMM 2016, the TAH has to refund the advance immediately if the specific purpose no longer needs to be fulfilled and if it transpires that the advance shall not be used during a period of fifteen days from the date of release of the advance (FAM 5.4.2(c)).