



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

Agency:

SEPARATION BENEFITS AND GRATUITY WORKING SHEET/ APPLICATION FORM

1. Name :
2. Position Level & Title :
3. Nationality :
4. Permanent Address :
5. Present Working Agency/Place :
6. Date of Birth as per service book :
7. Date of initial appointment in the Civil Service :
8. Date of Retirement/Superannuation/
Termination/change of status :
9. Number of completed years in service :
10. Total No. of years service rendered to other
organisation :
11. Pay Scale on the date of Separation :
12. Basic Pay as on the date of retirement :
13. Personal Pay (if any) :
14. Amount of Gratuity (Sl. No. 9 X (12+13) :
15. Amount of Soelra (if any) :
16. Transfer TA (One Month's Basic Pay) :
17. Transfer Grant (One Month's Basic Pay) :
18. Transport Charge of Personal Effects :
19. Leave at credit :
20. Total amount of the claim (Sl. 14+15+16+17+18+19) :

Name of claimant

Dated signature

Certified that the above information is correct as per the service book of the retiring employee.

It is hereby assured that any outstanding dues of accountability will be adjusted before the payment is released.

The Separation Benefits and gratuity amount may please be released to the account no. mentioned below:

L/C account No. :

Operated by :

Place :

Verified by:

(Human Resource Officer)

(Finance Officer)

Approved by:

**(Signature)
Head of Agency**

Date :

Station :

Note: This form should be accompanied by a copy of the retirement order and Last Pay Certificate. The valid Audit Clearance Certificate issued by the Royal Audit Authority which is mandatory should be verified online.