

The Chairperson,
Dzongkhag Welfare Fund Scheme,
Dzongkhag Administration,
Dungsum Pemagatshel

Subject: Application for re-imbursement of Staff Welfare Scheme contribution.

Dasho,

I, Mr./Mrs./Ms..... has resigned/retired/transferred from the service with effect from.....vide office order No.....dated..... Therefore, I would request to kindly sanction the reimbursement of my contribution from the date of joining till date. A photocopy of my office order is attached herewith for your references.

Submitted for kind approval

Yours faithfully, (Signature)
Name.....
Designation
Date.....

CONTROLLING OFFICER (Concern Sector Head/Dasho)

Verified by the undersigned that the above applicant has resigned/retired/transferred from theSector. Therefore, it is hereby recommended that the re-imbursement of his/her contribution may kindly be sanctioned.

Signature.....
Name.....
Designation.....
Official Seal.....

OFFICE USE ONLY

Verified and found that the re-imbursement of contribution is for.....months, from.....to..... Therefore, a sum of Nu.may kindly be sanctioned.

**Chairperson
Dzongkhag Staff Welfare Scheme**