

Date:

ANNEXURE
EMPLOYERS UNDERTAKING

Mr./Ms. is a contract employee of PHPA-II with effect from upto..... And attached to

We hereby, confirm that the information provided by Mr./Ms..... Holding the post of in our organization is correct. Therefore, we recommend for grant of loan of Nu..... (Ngultrum.....) only. If the loan is sanctioned, we undertake to deduct and remit monthly installment for his/her salary.

In the event the services of the employee is terminated/absconds or no longer works for us for any reasons whatsoever, then our liability will be restricted only to the extent of the sum payable by way of pay & allowances and terminal benefits, if any.

Details of the employee

Position
Grade

Initial Appointment Date
Last date of contract period in PHPA-II

Remuneration and Deduction Details

Pay & Allowances		Deductions	
a) Basic Pay		A) Statutory Deduction	
b) Allowances		a) PF Contribution	
i) Project Allowance		b) GIS Contribution	
ii) Puna Allowance		c) Health Contribution	
iii) Special Allowance		d) Personal Income Tax	
iv) House Rent Allowance		e) SSS Contribution	
v) Contract/Deputation Allowance		f) Others (SWF)	
vi) Communication Facility		B) Non-Statutory Deductions	
vii) Fixed Allowance		a) Loans & Advances	
viii) Entertainment & Refreshment		b) House Rent Deduction	
ix) Newspaper Allowance		c) Electric charges	
		d) Misc. Recovery	
		e) Club contribution	
GROSS PAY		TOTAL DEDUCTIONS	

Signature & Seal of recommending Officer of concerned wing
Name & Designation:

Dy. Chief Finance Officer's Seal

Name:

Signature:

Sr. Personnel Officer's Seal

Name:

Signature: