



**RECOMMENDATION OF HEAD OF THE DEPARTMENT & CONFIRMATION
BY THE ACCOUNTS/SALARY DISBURSING OFFICER**

We hereby confirm that herein mentioned particulars of Lyonpo/Dasho/Mr./Ms/(applicant)
..... of our Company are correct and true to our best knowledge.

If the loan of Nu. is sanctioned to him/her by the bank, then we undertake to deduct the loan repayment from his/her salary on receipt of the sum loan sanction letter with immediate effect until the loan is fully cleared/liquidated.

We undertake that in the event the applicant resigns/retires/separates or in other exigencies from the company, his/her salary/gratuity/provident fund, etc., shall be paid to the bank towards adjustment of the loan outstanding or balance.

We further confirm that the relative loan outstanding/stipulated installment will be mentioned in the employee's "Latest Pay Certificate".

We enclosed the recent salary slip sealed and signed by the disbursing officer of the applicant and guarantor.

(Please submit this document in original to the Bank at the time of loan documentation).

Recommendation Officer:

(Employer's Signature and Seal)

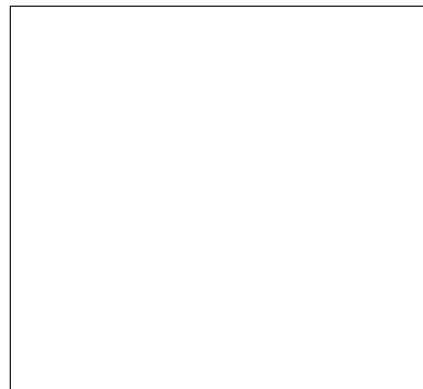
Name:

Designation:

Office Contact No:

Email ID:

Date:



(Office Seal)

Salary Disbursing Officer:

(Account/Finance Officer's Signature and Seal)

Name:

Designation:

Office Contact No:

Email ID:

Date:

(Applicant's Signature)

Name:

Designation:

Office Contact No: