

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

**Subject: Application for re-imburement 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)**

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

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

**OFFICE USE ONLY**

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

**Chairperson  
Dzongkhag Staff Welfare Scheme**