

The Chairperson,  
Dzongkhag Welfare Fund Scheme,  
Dzongkhag Administration  
Dungsum Pema Gatshel

Subject: **Claim of Staff Welfare Scheme Grant**

Dasho,

I hereby state that Dr/Mr/Mrs/Ms ..... spouse/father/mother/son/daughter/father in-law/mother in-law of the undersigned expired on ..... at ..... Therefore, I request the Chairperson, Dzongkhag Welfare Scheme committee, to kindly sanction the welfare grant as per the scheme By-law. The death certificate and other relevant documents are attached herewith. I, hereby, declare that the above claim is true and in the event of false claim, I may be penalized as per the Dzongkhag Welfare Scheme By-Laws.

Yours faithfully

*Affix Legal  
stamp  
Signature*

Name of Claimant:  
Designation:  
Mobile No:

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**For Welfare Committee USE ONLY**

Verified and checked by the undersigned and found the death of his/her spouse/father/mother/son/daughter/father-in-law/mother-in-law late..... Therefore, a grant of Nu..... may kindly be granted in accordance to the Dzongkhag Welfare Scheme By-law.

**Verified By:  
Name & Signature**

**Chairperson**

**Executive Secretary**

**Treasurer**