

The Hon'ble Chairman,
Staff Welfare Scheme,
Health Division,
Thimphu.

Subject : Application for the claim of Staff Welfare Scheme grant.

Sir,

I beg to state that Mr./Mrs./Ms.....Spouse/father/mother/son/daughter of the undersigned expired onat.....therefore, I would request the Hon' ble Chairman, Staff Welfare Scheme, Health Division to kindly sanction Staff Welfare Scheme grant as per the Bye Law of Scheme. The death certificate is attached herewith. I hereby declare that the above claim is true and in the event of false claim, the concerned authority may penalize me.

Yours faithfully,

(Signature)

Name :.....
Desig. :.....
Add. :.....

CONTROLLING OFFICER

Verified & checked by the undersigned and found the death is of his/her spouse/father/mother/son/daughter late.....if, it is found to be false claim, I may be held responsible.

Signature :.....
Name :.....
Desig. :.....
Official Seal :.....

OFFICE USE ONLY

Verified from the record and found that the death is of his/her.....late....., therefore, it is hereby recommended for the grant of Nu.....only.

Manager
Staff Welfare Scheme
Health Division

Director, Health Division
Hon'ble Chairman
Staff Welfare Scheme
Health Division