



## ROYAL CIVIL SERVICE COMMISSION

### ROYAL GOVERNMENT OF BHUTAN

#### STATUS UPDATE ON THE SUPERANNUATED CIVIL SERVANTS

#### Details of the superannuating civil servant

1. Full name:
2. EID no.:
3. Agency:
4. Contact no.:
5. e-mail address:
6. Date of relieve from the Agency:
7. Date of submission of completed documents to the HR Officer:

Whether the following retirement benefits of the superannuating civil servant were delivered or not:

<b>Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Reason, if no</b>
i. Gratuity	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Travel Allowance	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Transfer Grant	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Transport Charge of Personal Effects	<input type="checkbox"/>	<input type="checkbox"/>	
v. Encashment of accumulated leave	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Pension	<input type="checkbox"/>	<input type="checkbox"/>	
vii. Provident Fund	<input type="checkbox"/>	<input type="checkbox"/>	
viii. Group Insurance Scheme	<input type="checkbox"/>	<input type="checkbox"/>	

(Signature)

Name of HR Officer

(Signature)

Name and designation of Head of Agency