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**Food Corporation of Bhutan Limited**  
*"Ensuring Food Security for the Nation at all times"*  
**CORPORATE HEAD OFFICE**



**Welfare Contribution Re-imbursement Form (FCB-SWS FORM - VII)**

Date: .....

The Chairman  
 FCB Staff Welfare Scheme  
 Phuentsholing: Chhukha

**Subject: Application for Re-imbursement of Staff Welfare Scheme contribution.**

Sir,  
 I, Mr./Mrs./Ms.....have resigned/retired/voluntarily resigned  
 from the service/membership with effect from..... vide office order  
 No..... dated.....

Therefore, I would like to request you to kindly sanction the re-imbursement of my contribution  
 for..... months from.....to..... A photocopy of my office order  
 is attached herewith for your references.

Submitted for kind approval.  
 Yours Sincerely,

**(Signature)**

Name: .....

Designation: .....

Division/Depot/Unit: .....

Contact No: .....

Bank Account No.....

**HRO (HRAD) as CONTROLLING OFFICER for FCBL Human Resources.**

Verified by the undersigned that the above applicant has resigned/retired from the Food Corporation of  
 Bhutan Limited, therefore, it is hereby recommended that the re-imbursement of his/her contribution  
 for..... months may kindly be sanctioned.

**(Signature)**

**Controlling Officer, HRAD**

**OFFICE USE ONLY**

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

**(Treasurer, FCBL-SWS)**

I hereby certify that the reason submitted by the applicant is true and recommend for your kind  
 approval.

**(General Secretary, FCBL-SWS)**

**Approved/ Not Approved**

**(CHAIRMAN, FCBL - SWS)**

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