

Ref. No.

Date:

**APPLICATION FOR AUDIT CLEARANCE CERTIFICATE**

**(Other than Promotion)**

The Auditor General of Bhutan  
Royal Audit Authority  
**Thimphu : Bhutan**

Sir,

May I request that an **Audit Clearance Certificate** be issued to.....for the purpose of .....I certify that he/she does not have any **outstanding advances or adverse audit observations** as of ..... Particulars of the official as per the records of this office are shown below.

(a) **Bio-data**

(b) **Service details:**

<b>Name</b>		<b>Employee ID No:</b>		<b>Cadre:</b>	
<b>Nationality:</b>		<b>Citizenship ID No./</b> <b>Old:</b> <b>New:</b> <b>Non-national ID No:</b>		<b>Grade:</b>	
<b>Department/ Organization</b>					

Sl. No.	Name of the Organization	Designation	Period		Appt. Status	Place of Posting	Ref. of last Audit Clearance
			From	To			

(It is mandatory to fill up the complete details of service of the employee with the Royal Government. Use a separate sheet if necessary)

I hereby declare that the information given above is correct and assume full responsibility for any mis-declaration.

**Signature**

SEAL OF OFFICE

**Head of the Organization:**  
**Name:**  
**Designation:**

**(The signatories above are personally and collectively responsible for any incorrect information and shall be liable to make good any outstanding advances/unsettled paras against the officer.)**



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ROYAL AUDIT AUTHORITY

*Bhutan Integrity House*

Reporting on Economy, Efficiency & Effectiveness in the Use of Public Resources



Ref No. Ag(26)/2007

Dated:.....

Audit Clearance No: .....

**AUDIT CLEARANCE CERTIFICATE**

The Royal Audit Authority is pleased to issue the Audit Clearance Certificate to .....[Name] [EmpID], (**Designation**), of [Agency] for processing his/her [Purpose] as there is no outstanding or adverse reports as of [**Current Date**] as per the record of the Royal Audit Authority.

[SEAL]

AUDITOR GENERAL OF BHUTAN

Please Note That:

1. This is valid for six months from the date of issue, and
2. This is neither a substitute for performance assessment nor clearance for offenses and lapses Administrative, Civil or Criminal nature.
3. Audit Clearance Certificate can be obtained from the nearest Audit Office.