

**COURSE JOINING REPORT FORM AND BANK ACCOUNT INFORMATION**

Chief HR Officer,  
HRD Division,  
Royal Civil Service Commission,  
Thimphu.

Sir/Madam,

Ref: Letter of Award No:

Date:

I have joined the Institute as per details below:

- 1. Course title :
- 2. Institute & address :
- 3. Start date and duration :
- 4. Date of joining :
- 5. Mailing address :
- 6. Telephone : Fax : e-mail:

I have opened the following bank account where payments of stipend and allowance can be sent. (To be completed by candidates sponsored through Nationally Executed Projects only).

Account Name :  
Name of the Bank :  
Complete Address of the Bank :  
Bank Account No. :  
BSB No. :  
Swift Code :

Name: Position Title: **Signature and date:**

Official address in Bhutan:

Place:

---

**(COUNTERSIGNED)**

Place:

Sign and Date: **(Course Supervisor/Head of Institute)**

Name :  
Position Title :  
Address :  
Telephone : Fax: e-mail: