**Annexure 6/8**

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

Chief HRO,

HR Division,

Royal University of Bhutan

Thimphu.

Sir/Madam,

Ref: Letter of Award No: Date:

I have joined the Institute as per details below:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Course title |  | : |  |
| 1. Institute & address |  | : |  |
| 1. Start date and duration |  | : |  |
| 1. Date of joining |  | : |  |
| 1. Source of Funding |  | : |  |
| 1. Mailing address |  | : |  |
| 7. Telephone : | Fax | : | Email : |

I have opened the following bank account where payments of stipend and allowance can be sent. (To be completed by staff 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:

**(COUNTER SIGNED)**

Place:

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

Name :

Position Title :

Address :

Email : Telephone: Fax: