



NO DUE FORM FOR SEPARATING EMPLOYEES

Name:

Position Title:

Department/Division/Unit/Region:

Date:

Sl. No.	Head of Department/Division/Unit	Any Due/Comment	Signature
1	Director, DoCS		
2	Director, DoCB		
3	Head, FAD		
4	Head, HRAD		
5	Head, ICTD		
6	Head, AMSD		
7	Head, FECD		
8	Head, Central Store		
9	Head, Internal Audit		
10	Head, Legal		
11	Complex Manager (Gelephu/Samtse/S/jongkhar) If only staff is from Auction Yard		
12	Sr. Regional Manager (Gelephu/Thimphu/S/jongkhar) (If Regional Staff only)		



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Food Corporation of Bhutan Limited
Ensuring Food Security for the Nation at all times...
P.O. BOX 080, Phuentsholing, Bhutan



NO DUE FORM (FOR REGIONAL OFFICE EMPLOYEE)

Name:

Position Title:

Department/Division/Unit/Region:

#	DIVISION HEAD/SECTION HEAD	ANY DUE/COMMENT	SIGNATURE
1	SR. REGIONAL MANAGER (THIMPHU/GELEPHU/SJONGKHAR)		
2	SR. MANAGER/MANAGER (BULK)		
3	SR. ACCOUNTANT/ACCOUNTANT		
4	DEPOT MANAGER/IN-CHARGE		
5	FARM SHOP IN-CHARGE (IF APPLICABLE)		