



ཚོང་ཁུངས་ཀྱི་གྲོང་གསུལ་
དངུལ་རྩིས་ཕྱོགས་ཁྲེལ་ཞབས་ཏྲོག་
Dzongkhag Administration, Trongsa
Cluster Finance Services

"Socio-economically vibrant Dzongkhag, rich culture heritage and living in harmony with nature"



Ref No.DAT/EDN-18/2023-2024/

Dated: 26/03/2025

To,
Finance Officer
Clustered Finance Services
Trongsa

Requisition for Registration of the New Employee in eDATS

Respected Madam,

Please manage to register the details as follows in eDATS system to enable him to process for official travel claims hereafter.

SI No	eDATS Registration Form (New Employee)	
1	Name:	Tshering
2	CID No:	11701002004
3	Employee ID No:	NA
4	Date of Birth:	01/01/1994
5	Designation:	Cook
6	Department/Sector	Education
7	Grade:	GSP II
8	TPN No:	TPP28419
9	Basic Pay:	10715
10	Bank Account No:	206138866
11	Official Email ID	NA

Yours Sincerely

(Sonam Jamtsho)
Principal
Samcholing MSS

Contact No:17715155

Copy to:

1. Head of Concern Office,
2. Office Copy