



དཔལ་ལྷན་འབྲུག་གཞུང་། འབམ་རྟོག་ལྷན་ཁག་།

ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF WORKS & HUMAN SETTLEMENT  
Human Resource Division



...../...../2010

**Earned Leave Encashment Form**

- 1. Name of Employee :
- 2. Position Title/Level :
- 3. Financial Year :
- 4. Basic Salary at the time of Application :
- 5. Date of application :
- 6. Office attached with :

*(Signature of the applicant)*

***(This part to be checked & verified by the Administrative Assistant, HRD)***

*It is certified that the above applicant has.....days of Earned Leave available on his/her credit as on.....*

Encashment:      Recommended/Not Recommended.

***Name & Signature  
Adm. Assistant***

**(Remarks of Chief HR Officer)**