



དཔལ་ལྷན་འབྲུག་གཞུང་། རབ་ས་ཏོག་ལྷན་ཁབ་།

**ROYAL GOVERNMENT OF BHUTAN**  
**MINISTRY OF WORKS & HUMAN SETTLEMENT**  
**HUMAN RESOURCE DIVISION**



**Earned Leave Encashment Form**

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

*(Signature of the applicant)*

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***(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***

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**(Remarks of Chief HR Officer)**