



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྒྱལ་ཡོངས་ས་ཆ་ལྷན་ཚོགས།

ROYAL GOVERNMENT OF BHUTAN
NATIONAL LAND COMMISSION SECRETARIAT
THIMPHU, BHUTAN



Date:-

EARNED LEAVE ENCASHMENT FORM

1. Name & Emp. ID. No. :
2. Position Title & Sub Level :
3. Basic Salary at the time of application:
4. Financial Year :
5. Office attached with :
6. Date of Initial Appointment :

Signature of Applicant

Remark by the Supervisor:-

Signature

(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 of

Encashment: Recommended/Not Recommended

Name & Signature

Admin. Assistant

Approved by:-

Human Resource Officer