



དངལ་ལྷན་འབྲུག་གཞི་རྒྱུ་།
ཕུན་ཚོགས་ཐིང་ཐིང་ཐིང་།
ROYAL GOVERNMENT OF BHUTAN
PHUENTSHOLING THROMDE
POST BOX No. 02, PELKHIL LAM.



Date:

Earned Leave Encashment Form

1. Name of Employee :
2. Employee ID or CID No :
3. Designation :
4. Position Level/Grade:
5. Basic Salary at the time of Application :
6. Financial Year :
7. Section/Division attached with :

(Signature of the applicant)

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

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

Encashment: Recommended/Not Recommended.

Name & Signature

Adm. Assistant

(Remarks of Adm. /HR Officer)

Phone: Main Office EPABX# 00975-05-252168/252759/254645 Fax# 252882, Water Supply (O)#
252877, Sewerage (O) # 253306,
Town Maintenance (O) # 253636. Website: www.phuenthrom.bt, Email: pccplg@druknet.bt