



དཔལ་ལྷན་འབྲུག་གཞུང་།
བཀྲིས་གཡང་ཅེ་རྫོང་ཁག་བདག་སྐྱོང་།

ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION, TRASHI YANGTSE

Yangdzong/Zheyok(16).....

Date.

LEAVE ENCASHMENT FORM

1. Name and Employee ID No:
2. Position Title & Position Level:
3. Working Agency/ Sector:
4. Financial Year:
5. Basic Pay:

Signature of Applicant

As per service record, he/she has.....days of earned leave on credit as on.....and his/her basic pay as on.....is Nu.....

Signature of HR/Administrative Asst.

Approved by:

DASHO DZONGDAG/DZONGRAB

Cc:

1. Finance Officer, Dzongkhag Administration, Trashi Yangtse
2. Person concerned
3. Personal file