



PARO: BHUTAN

APPLICATION FOR ENCASHMENT OF LEAVE

- 1. Name & Emp. ID. No. :
- 2. Designation :
- 3. Basic Pay at the time of application :
- 4. Calendar Year :
- 5. Date of initial Appointment :
- 6. No. of days of encashment requested for :

Signature of Applicant

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

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

Encashment: Recommended/ Not Recommended

**Name & Signature
HRD**

Approved by:-

Chief Executive Officer
