



**ROYAL GOVERNMENT OF BHUTAN  
DZONGKHAG ADMINISTRATION  
JAKAR: BUMTHANG**



**EARNED LEAVE ENCASHMENT FORM**

1. Name: \_\_\_\_\_
2. Designation & Position Level: \_\_\_\_\_
3. Office to which attached: \_\_\_\_\_
4. Date of initial appointment: \_\_\_\_\_
5. Employee ID No: \_\_\_\_\_
6. Encashment for the Fiscal Year: \_\_\_\_\_

Date: \_\_\_\_\_ **(Signature of Applicant)**

**Leave Detail** (to be filled by HR/ADM Section)

7. Earned Leave at credit as on \_\_\_\_\_ is \_\_\_\_\_ days.
8. Earned Leave balance after the encashment of 30 days is \_\_\_\_\_ days.

Date: \_\_\_\_\_ **Verified by HR Officer**

JKD/HRM-09/20-----/

Date: -----

As per the provision of BCSR 2012, sanction is hereby accorded for the payment of Nu. ....(in figures).....  
(in words) i.e. an amount equivalent to one month's basic pay to the above mentioned employee and accordingly debited from his/her leave account.

**Note:** Earned Leave (EL) permitted for encashment is only 30 days in a financial year.

**Approved/Not Approved**

**Approving Authority**

**Copy to:**

- 1) Accounts Officer, Dzongkhag Administration, Bumthang
- 2) Personal file
- 3) Person concerned
- 4) Office copy