



LEAVE ENCASHMENT FORM

Date:

1. Name of employee:
2. Designation:
3. Financial year:

Signature of applicant

(Verified by HRD Division)

Certified that the above applicant hasdays of earned leave available at his/her credit as on..... (dd/mm/yyyy).

Signature of dealing official

BCCI/.....

Date:

Sanction is hereby accorded for the payment of a sum of Nu..... (Ngultrum *only*) equivalent to one month's basic pay to the above applicant as encashment of earned leave for the Financial Year..... as admissible under the rules in vogue.

(Dy. Secretary General)

- Cc: 1) Accounts Division for necessary action
2) Personal file
3) Person concerned

Head Office: Post Box No. 147, Doebum Lam, Chubachu – Thimphu 11001, Bhutan
Tel: +975 2 324254/322742, Fax: +975 2 323936, E-mail: info@bccci.org.bt URL: www.bccci.org.bt

Regional Office Address:

Phuentsholing
Tel: 05 254961
Fax: 05 254960

Bumthang
Tel: 03 631210
Fax: 03 631187

Mongar
Tel: 04 641293
Fax: 04 641358

Gelephu
Tel: 06 252021
Fax: 06 252022

Samdrup Jongkhar
Tel: 07 251813
Fax: 07 251814