



རྒྱལ་ཁབ་རྒྱུ་ཁྲིའི་འཛིན་སྐྱོང་ལྷན་ཁག་
ཕྱིང་ལག་ཁྲིའི་འཛིན་སྐྱོང་ལྷན་ཁག་
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
Chhoetse-Dzong: Trongsa



1. Name of Employee applying for Encashment: :
2. Designation & Position Level :
3. Basic Salary at the time of application :
4. Financial Year : 2018-2019
5. Date of application : :

Signature of the applicant

(This part to be checked & verified by the HR Assistant)

Certified that the above applicant has days Earned leave available on his/her credit as on

Encashment : Recommended/Not Recommended

Date: : (Name & Signature of Adm. Asstt)

DAT/HRS-09/2018-2019/

Date.....

SANCTIONED ORDER

Sanctioned is hereby accorded for the payment of Nu..... (Ngultrum) Only equivalent to one month's basic pay to Dasho/Mr./Mrs.....of this Dzongkhag administration as earned leave encashment during F/Y 2017-2018 on the basis of the information given above and as admissible under the existing financial rules & regulation.

Tshewang Rinzin
HR OFFICER

Copy:

1. Accounts Officer, Dzongkhag Administration, Trongsa
2. Dasho/Mr./Mrs.
3. Personal file.