

རྒྱལ་ཁབ་འཕུལ་གཞི་བྱུང་།



ཡེ་ཤེས་ལྷན་ཁག་གི་འཕུལ་གཞི་བྱུང་། རྒྱལ་ཁབ་འཕུལ་གཞི་བྱུང་།

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 : 2017-2018
5. Date of application : :

Signature of the applicant

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

SDA/HRS-09/2017-2018/

Date:.....

SANCTIONED ORDER

Sanctioned is hereby accorded for the payment of Nu (Ngultrum) Only equivalent to one month's basic pay to Mr/Miss/Mrs..... of this Dzongkhag has 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

Karma Dendup
DZONGRAB GOM

Copy :

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