



འབྲུག་གི་ཁྲུང་ཡངས་ཚད་འཛིན།

BHUTAN DUTY FREE LIMITED

EARNED LEAVE ENCASHMENT FORM

I would like to encash days of Earned leave for the year.....

Name:

Grade:

Basic Pay at the time of application:

Financial Year:

Date of Submission:

Applicant Signature:

For use by HRD Head

This is to certify that above official hasdays of earned leave in his/her credit as

On.....

Encashment: Recommended/Not Recommended

Signature and Seal

Date

Remarks and approval by the Chief Executive Officer

.....

Signature and Seal

Date