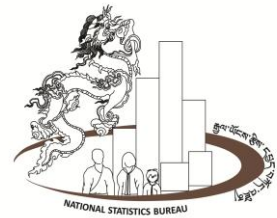




དབལ་ལྷན་འབྲུག་གཞུང་།
 རྒྱལ་ཡོངས་ཚུལ་དཔྱད་བཀོད་འཛིན།
NATIONAL STATISTICS BUREAU
Royal Government of Bhutan



NSB/HRM/2014-15/

Date:

EARNED LEAVE ENCASHMENT FORM
FOR THE FISCAL YEAR

PART ONE (To be filled up by the individual applying for encashment)

- (1) Name of employee :
- (2) Position/designation :
- (3) Position level/grade :
- (4) Employee ID :
- (5) Basic salary at the time of application :
- (6) Date of application :

(Dated signature of the applicant)

PART TWO (To be checked and verified by the Administration Assistant and Human Resource Officer)

- (1) Certified that the above applicant has.....days of earned leave available on his/her credit as on
- (2) Leave balance after encashment.....
- (3) Encashment: Recommended/Not recommended
- (4) Date:

(Name and Signature of Admin Asst.)

(Name and Signature of HR Officer)

PART THREE (Order to be sanctioned after fulfilling the requirements)

SANCTION ORDER

Sanction of the Royal Government of Bhutan (RGoB) is hereby accorded for the payment of Nu _____ (in figures) _____ (in words) equivalent to one month's basic pay to Mr/Miss/Mrs _____ attached with National Statistics Bureau as Earned Leave Encashment during the F/Y _____ on the basis of the information given above and as admissible under the existing financial rules and regulation of the Royal Government of Bhutan.

(Kuenga Tshering)
Director General

Copy to:

- (1) Pema Y Rinzin, Dy. Chief Accounts Officer;
- (2) Cashier for attaching voucher;
- (3) Sanction Order File for record; and
- (4) Personal file of the person concerned.