



དཔལ་འབར་གློག་ཆས་སྒྲིག་ཚད་འཛིན།
Pyelbar Lokchey Private Limited

Bap Tshelimaphey, Building No. 3, Tshalu Lam 10, Thim-Throm, Thimphu Bhutan
Branch Office- Building No 15, Dzongchu Lam, Lungthenphu Lap, Thim Throm, Thimphu Bhutan
“Committed to provide quality services”

EARNED LEAVE ENCASHMENT FORM

1. Name :
2. Position Title/Level :
3. Office Attached :
4. Financial Year :
5. Basic Pay at the time of application :

Date:

Signature of applicant

(For use by the HR Officer)

It is hereby certified that above applicant has.....days of earned leave in his/her credit as on.....

Encashment: Recommended/Not Recommended

Name & Signature

Remarks of the **(HR)/Chief Executive Officer**

Signature and Seal

Recommended/Not Recommended