



ཕྱི་དཔལ་ལྡན་འབྲུག་པའི་ཁྲིམས་ཀྱི་འདུན་སྐྱོད་ལྷན་ཁང་།
ROYAL COURT OF JUSTICE
འབྲུག་གི་མངོན་མཛོ་ཁྲིམས་ཀྱི་འདུན་སྐྱོད་ལྷན་ཁང་།
SUPREME COURT OF BHUTAN



EARNED LEAVE ENCASHMENT FORM

1. Name:
2. Designation & Position Level:
3. Office:
4. Date of initial appointment:
5. Employee ID No:
6. Encashment for the Fiscal Year: July 2022 to June 2023

Date: _____ **(Signature of Applicant)**

Leave Details (to be filled by HR/Adm Section)

7. Earned Leave at credit as on _____ is _____ days
8. Earned Leave balance after the encashment of 30 days is _____ days

Date: _____ **(Verified by HR Officer)**

Sanction is hereby accorded for the payment of Nu. _____ (in figures)
_____ i.e., in an amount equivalent to one month's basic
pay to the above-mentioned employee and accordingly debited from his/her leave account.

Note: Earned Leave (EL) permitted for encashment is only 30 days in a financial year.

Approved/ Not Approved

Date: _____ **(Approving Authority)**

Copy to:

1. Finance Division, for necessary action
2. Personnel File