



ལྷན། རྒྱལ་ཡོངས་ཚུ་དབྱུང་དང་གནམ་གཤིས་རིག་པའི་ལྷན་བཞུགས།
NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN



“Center of excellence in Hydrology, Meteorology and Cryosphere Science and Services”

LEAVE ENCASHMENT FORM

A. Employee details;

- 1. Name :
- 2. Employee ID No. :
- 3. Position Title :
- 4. Position Level/Sub Level :
- 5. Division/Section/Region :

(Date and signature of the Employee)

B. Verification by Administrative Assistant/HR Assistant, Human Resource Services;

This is to certify that the above official has days of leave accumulated as of

(Name, signature and date)

*Note: *Only one encashment of earned leave is allowed during a financial year and the encashment amount shall be equal to one month's basic pay as on date of encashment.*

C. Sanction for the payment of leave encashment by the sanctioning authority;

NCHM/HRS/7(2)/

Date: / /

As per Section 10.14 of BCSR 2018, the sanction is hereby accorded for the payment of Nu.
 (Ngultrum) only to
 Dasho/Mr./Ms., Employee ID No.,
 Position Title of for
 encashment of 30 days earned leave for the financial year The leave balance of the
 above official after encashment is days.

(Human Resource Officer)

Copy:

- 1. DCFO, AFS, NCHM, Thimphu for necessary payment of the encashment.
- 2. Employee concerned/Personal file
- 3. Office copy