



ཕྱག་རྒྱལ་ཡངས་ཚུ་དབྱུང་དང་གནམ་གཤམ་རག་བའ་ལ་བ།
NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN



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

LEAVE ENCASHEMENT APPLICATION FORM

A. Application details for Financial Year:

To : Human Resource Officer, NCHM

From :

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 of leave balance and current basic pay: by Administrative/HR Asst, HRS

This is to certify that the above official has days of leave accumulated as of and his/her monthly basic pay recorded in service book as of is Nu..... only.

(Name, signature and date)

C. Recommendation of the Human Resource Officer

Recommended

Not recommended

Reasons, if not recommended.....

(Human Resource Officer)

Note: *

Leave can be encashed once in every financial year subject to availability of the adequate leave balance and the amount equivalent to one month's basic pay shall be paid.