

LEAVE ENCASHMENT FORM



Bhutan Power Corporation Limited
Thimphu : Bhutan

Employee Details

Name:		Designation:	
Employee Id. No.		Grade:	
Wing/Dept./Div.		Place:	

Encashment details

Date of Encashment:	
Earned Leave Balance:	

Verification (To be done by the official keeping track of employee's leave account)

Name, designation, office of the verifying official:			
Leave balance after encashment:			
SIGNATURE:		DATE:	

Approval

Name, designation and office of the approving authority:			
SIGNATURE:		DATE:	