

**LEAVE ENCASHMENT FORM**



**Bhutan Power Corporation Limited  
Thimphu : Bhutan**

Employee Details

Name		Designation	
Personnel No		Grade	
Wing/Dept./Div		Place	
Signature		Date	

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	
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Approval

Name, designation and office of the approving authority			
SIGNATURE		DATE	