

LEAVE ENCASHMENT



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Bhutan Power Corporation Limited

(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)

Registered Office, Thimphu

Human Resource & Corporate Services

Human Resources & Administration Department

Thimphu : Bhutan

Employee Details

Name		Designation	
Personnel		Grade	
Wing/Dept./Div		Place	
Signature		Date	

Encashment

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 (Immediate Supervisor)			
SIGNATURE		DATE	

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