

LEAVE ENCASHMENT FORM



འབྲུག་གླིང་ལེ་ལས་འཛིན།
Bhutan Power Corporation Limited

(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 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 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 (Immediate Supervisor)			
SIGNATURE		DATE	