



རྒྱལ་ཁབ་འབྲུག་གཞུང་།
 རྫོང་ཁག་བདག་སྐྱོང་ དཔལ་ལྷན་ཅེ་རྫོང་ ཚུ་ཁ།
 Royal Government of Bhutan
 Dzongkhag Administraton
 Ngoedrup-Tse Dzong Chukha
 རྫོང་ཁག་པུ་ཅེ་རྫོང་ཚུ་ཁ།



1. Name of Employee :
2. Position Title/Position Level :
3. Pay Scale :
4. Basic Pay :
5. Office to which attached :
6. Date of initial appointment :
7. Employee ID No. :
8. Applying of Leave encashment (Fiscal year) :
9. Address & Contact Mobile # or Phone # :

Signature of Applicant

(Office attached Controlling Officer) verified his/her Casual Balance Record for financial year
 Above applicant hasdays of Casual Leave balance/Leave available as of

Name & Position Title
 Signature of Controlling Officer with seal

Official use: (This is part to be checked & verified to the Administrative/Person/Assistant
 Applicant hasdays of earned leave balance on his/her at credit as on

Attested by:

Cross checked by

Name & Signature

(Name & Signature)
 Controlling Officer with Seal

No. CDA/PER-13/2012-2013/

Date:

SANCTION ORDER

Sanction is hereby accorded for the payment of Nu.(Nu.only)
 equivalent to one month basic pay to (Dasho/Mr/Ms....., attached to office
 as Earned leave encashment for the financial yearon the basic of the information given above and as
 admissible under the existing BCSR.

Head of the Agency
 Seal and Signature

Copy to:-

1. Accounts Officer, Dzongkhag Administration, Chukha.
2. Concerned Sector head/Principal.....
3. Personal file.