



མང་སྡེ་ཚུ་གྲོག་མེལ་ས་འགུལ་དབང་འཛིན།  
MANGDECHHU HYDROELECTRIC PROJECT AUTHORITY  
TRONGSA : BHUTAN



Date:

Earned Leave Encashment Form

Name of the Employee :  
Designation/Grade :  
I.D. Card No. :  
Basic salary at the time of application :  
Financial/Block Year :  
Date of application :  
Office attached with :

(Signature of the applicant)

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**(This part to be checked & verified by the Dealing officials, HRD)**

It is certified that the above applicant has \_\_\_\_\_ days of Earned Leave available on his/her credit as on \_\_\_\_\_

Encashment : Recommended/Not recommended

Name & Signature  
Dealing Officials

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Remarks of the Senior Personnel Officer/Chief (P&A)