



འབྲུག་བཟོ་བསྐྱོན་ཚོགས་པ།

**Construction Association of Bhutan**

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**Leave Encashment Form**

Date .....

1. Name of employee.....
2. Designation: .....
3. Financial Year: .....

**Signature of applicant**

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**(Verified by HR Division)**

Certified that the above applicant has ..... days of earned leave available at his/her credit as of .....dd/mm/yy

**Signature of dealing official**

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CAB/GS-01/

Date.....

Sanction is hereby accorded for the payment of a sum of Nu..... (Ngultrum .....) only equivalent to one month's basic pay to the above applicant as encashment of earned leave for the Financial Year.....as admissible under the rules in vogue.

**(General Secretary)**

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Cc:

1. Accounts Division for necessary action
2. Personal file
3. Person concerned