



ཀྱུལ་པོ་འི་ཞིང་བདེ་དོན་དང་འཕུལ་རིག་མཐོ་རིམ་སློབ་ཤྱ།
འབྲུག་ཀྱུལ་འཛོལ་གཙུག་ལག་སློབ་ཤྱ།
Gyalpozhing College of Information Technology
Royal University of Bhutan



GCIT/HRM-02/2019-2020/

Date:

Leave Encashment Form

Name:..... Designation:.....
Department:.....

I would like to apply for one month Basic Salary in lieu of 30 days earned leave available to my credit.

Signature of applicant

Sanction order

Sanction is hereby accorded for Nu.In word.....only)
For Mr/Mrs.....as leave encashment for the financial year.....

Date:

Name & Signature of Finance Officer

Recommendation of the Human Resource & Administration Department

Sanction may be accorded for the payment of one month Basic Salary in lieu thirty days of leave as he/she has.....days of leave to his credit as of The balance leave to his/her credit would hereafter stand at..... days.

Date:

Name & Signature of Administrative Officer

President (Head of the College)

Copy to:

1. Accounts section.
2. Personal file.

Website: www.gcit.edu.bt; Email: president.gcit@rub.edu.bt

Telephone: President: +975-4- 744118; ADMO: 04- 744117; Dean: 04-744119; Finance Officer: 04-744285;
Estate Manager: 04-744277