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ACC
ANTI-CORRUPTION COMMISSION

LEAVE ENCASHMENT FORM

Anti-Corruption Commission
Thimphu

DATE:

1. Name :
2. Designation :
3. Financial Year :
4. Basic pay as on date of application, Nu :

Signature of applicant

(Verification by HR and Training Services)

Certified that the above applicant hasdays of earned leave available at his/her credit as on/...../20....

(Name and signature of dealing officer)

ACC/SECT-HRS/11/2017/

Date:

SANCTION ORDER

Sanction of the government is hereby accorded for the payment of a sum of Nu..... (Nu.....) 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.

(Head, Secretariat Services)

Cc:

1. Accounts Officer, Secretariat Services, ACC for necessary action
2. Personal file
3. Person concerned