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**Farm Machinery Corporation Limited**  
PARO BONDEY: BHUTAN  
**Post Box No: 1314**

*“Prioritizing User Satisfaction with **Honesty**” The **“PUSH”***

**EARNED LEAVE ENCASHMENT FORM**

1. Name :
2. Position Title/Level :
3. Section/Region :
4. Year :
5. Basic Pay at the time of application :

Date:

Signature of applicant

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(For use by the **ADM/HR Officer** )

It is hereby certified that above applicant has.....days of earned leave in his/her credit as on.....

Name & Signature

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Remarks of the **General Manager (HR)**

Encashment: **Recommended/Not Recommended**

Name & Signature

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Remarks by the **Chief Executive Officer**

Encashment: **Recommended/Not Recommended**

Name & Signature