



དཔལ་ལྷན་འབྲུག་གཞི་རྒྱུད།  
**ROYAL GOVERNMENT OF BHUTAN**  
**LHUNTSE DZONGKHAG ADMINISTRATION**  
 རྫོང་ཁག་བདག་སྡེ། ལྷན་མི ལྷན་གྲུབ་ཅིན་ཆེན་ཅིའི་རྫོང་།



**HUMAN RESOURCE SERVICES**

**LEAVE REQUEST AND APPROVAL FORM**

To : \_\_\_\_\_  
 From : \_\_\_\_\_  
 Designation : \_\_\_\_\_

**Subject : Application for Leave**

Sir/Madam,  
 I would be grateful if the following leave may be granted:

Type of Leave	Duration		No. of Days	Purpose	Evidence
	From	To			
Casual Leave					
Earned Leave					
Maternity Leave					Attach evidence
Paternity Leave					Attach evidence
Extraordinary leave					Execute Undertaking
Bereavement Leave					Attach evidence
Medical Leave					Attach evidence
Medical Escort Leave					Attach evidence

During my leave of absence Mr. /Mrs. \_\_\_\_\_ will be responsible to carry out my duties.  
 My contact address during the leave is:

**Address:** \_\_\_\_\_ **Contact No:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of applicant**

Personal records have been checked and the applicant has \_\_\_\_\_ days of Casual Leave and \_\_\_\_\_ Earned Leave remaining.

**Date:** \_\_\_\_\_ **Checked by** \_\_\_\_\_ **HR.Officer/Admin.Asst**

**Date:** \_\_\_\_\_ **Recommended by:** \_\_\_\_\_ **Concerned Sector Head**

**Date:** \_\_\_\_\_ **Approved/Not approved by** \_\_\_\_\_ **Sr. Dzongrab**

**Cc:**  
 1. Dasho Dzongdag, LDA for kind information.