



དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN
LHUE NTSE DZONG KHAG ADMINISTRATION

ཁྲོད་ཁག་བདག་སློང་། ལྷན་ཅི། ལྷན་གྲུབ་རིན་ཆེན་ཅེའི་ཁྲོད་།

HUMAN RESOURCE SERVICES



LEAVE REQUEST AND APPROVAL FORM

To

From

Designation

Subject : Application for Leave

Respected Dasho,

I would be grateful if the following leave may be granted:

Type of Leave	Duration		No. of Days	Purpose	Evidence
	From	To			
Casual Leave					
Annual 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 _____ days Annual Leave remaining.

Date: _____ Checked by

Admin.Asst

Date: _____ Recommended by:

Concerned Sector Head

Date: _____ Approved/Not approved by

Dzongdag