



དཔལ་ལྷན་འབྲུག་གཞུང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**LHUE NTSE DZONGKHAG ADMINISTRATION**  
 རྫོང་ཁག་བདག་སྐྱོང་། ལྷན་ཚེ། ལྷན་གྲུབ་རིན་ཆེན་ཅེས་པའི་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/Earned Leave** remaining.

Date: \_\_\_\_\_ Checked by

HR. Officer/Admin. Asst

Date: \_\_\_\_\_ Recommended by:

Concerned Sector Head

Date: \_\_\_\_\_ Approved/Not approved by

Dzongdag