



ཉི་དཔལ་ལྷན་འབྲུག་གཞུང་།
རྫོང་ཁག་བདག་སྐྱོང་། དངོས་གྲུབ་ཅེ་རྫོང་། ལུ་ཁ།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
Ngodrup-Tse Dzong: Chhukha



Date:

To

From

Designation

Hon'ble Dasho/Sir/Madam,

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

Particulars	Duration		No of Days	Leave Balance	Purpose
	From	To			
Casual Leave					
Earned Leave					
Medical Leave					
Maternity Leave					
Paternity Leave					
Bereavement Leave					

Signature of Applicant

Remarks of the Controlling Officer / HR Officer

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Approved by
