**ROYAL CIVIL SERVICE COMMISSION**

**ROYAL GOVERNMENT OF BHUTAN**

**TECHNICAL TRAINING INSTITUTE: RANGJUNG**

**LEAVE REQUEST / APPROVAL FORM**

 **Date of application:**

 **To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Kindly grant me leave as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Type of Leave** | **Tick to avail** | **Start date** | **End date** | **Total days** | **Remarks** |
| 1 | Annual Leave |  |  |  |  | **\*** |
| 2 | Casual Leave |  |  |  |  | **\*** |
| 3 | Maternity Leave |  |  |  |  | Attach evidence |
| 4 | Paternity Leave |  |  |  |  | Attach evidence |
| 5 | Medical Leave |  |  |  |  | Attach evidence |
| 6 | Medical Escort Leave |  |  |  |  | Attach evidence |
| 7 | Bereavement Leave  |  |  |  |  | Attach evidence |
| 8 | Extra Ordinary Leave |  |  |  |  | Execute legal undertaking |

 **\* Submit reasons:**

 I hereby confirm that I have made substitution arrangements with Mr/Ms. during

 my absence on leave

**Signature of Applicant**

 I recommend leave as applied for subject to his/her leave in credit. Date:

**Signature of Immediate Supervisor/HOD**

 \* Until today, / / , the applicant has……….…. days of Casual Leave/ Annual Leave.

 After this leave, the applicant shall have a balance leave of days.

 **Signature HRO/ Leave Administrator.**

 **Approved by:**

 **Signature of Supervisor/ Manager**