Royal Government of Bhutan
Ministry of Agriculture & Forests

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Rural Development Training Centre
Zhemgang

BHUTAN - INDIA
An Enduring Friendship

ROYAL CIVIL SERVICE COMMISSION **FORM 10/1**

LEAVE REQUEST AND APPROVAL FORM

Date:.....

To:.....

From:.....

Kindly grant me leave as follows:

Sl. No	Type of Leave	Select to Avail (√)	Duration			Remarks
			Start Date	End Date	Total	
1	Earned Leave					*
2	Casual Leave					*
3	Maternity Leave					Attach Evidence
4	Paternity Leave					Attach Evidence
5	Medical Leave					Attach Evidence
6	Extraordinary Leave					Execute Undertaking
7	Bereavement Leave					Attach Evidence
8	Medical Escort Leave					Attach Evidence

***Submit Reasons:.....**

Signature of Applicant

***Until today, the.....(date)of.....(Month).....(Year), the applicant has.....days of earned leave, and.....days of casual leave remaining.**

☐ **Recommended** ☐ **Not Recommended**

Signature
HR Officer **Date:.....**

Approved by: **Signature of Supervisor/Manager**

.....

Approved by: HRC Committee Meeting No.....dated.....for(i)medical leave beyond one month and (ii) EOL.

Signature of HR Officer

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Phone No. (03)741350 *P.O. Box. No.352* *email: rdtczhemgang@gmail.com*