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 Agency for Promotion of Indigenous Crafts
 Ministry of Economic Affairs
 Royal Government of Bhutan



APPLICATION FOR LEAVE

Name:

Designation:

Sir,

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

Particulars	Duration		No. of days	Purpose
	From	To		
Casual Leave				
Earned Leave				
Medical Leave				
Maternity Leave				
Paternity Leave				
Bereavement Leave				

*NOTE: *Documentary evidence to be attached for Medical, Maternity, Paternity and Bereavement Leave*

During my absence, Mr. /Ms _____ will carry out my responsibilities.

Date:-.....

Signature of Applicant

Certified that the above applicant has _____ days of _____ available on his/her credit as on _____

Date:-.....

HRO/Administrative Officer

Approved by:-

Chief Executive Officer