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NATIONAL COUNCIL OF BHUTAN



To,
 The Secretary General,
 National Council Secretariat, Thimphu.

Subject: Leave Application

I would like to avail leave against the category of leave mentioned below:

Kind of Leave	From	To	No. of Days	Purpose
Annual				
Vacation / Earned				
Maternity				
Paternity				
Medical				
Bereavement				
Study				
Extraordinary				

Date: **Applicant's Name & Designation** **(Signature of Applicant)**

Do not write below this line

Leave Register has been checked and the applicant has _____ days of CL/VL (EL)/ML/PL/MedL/BL/SL/ExL at his/her credit as of _____

Checked by Human Resource Personnel / other (Specify).....

RECCOMENDED/NOT RECCOMENDED **APPROVED / NOT APPROVED**
 (Signature, Name & Designation, Head of Division) (Signature, Name & Designation)