༄༅།། རྒྱལ་ཡོངས་ཆུ་དཔྱད་དང་གནམ་གཤིས་རིག་པའི་ལྟེ་བ།།

**NATIONAL CENTER FOR HYDROLOGY AND METEOROLOGY**

**THIMPHU: BHUTAN**

*“Center of excellence in Hydrology, Meteorology and Cryosphere Science and Services”*

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| --- | --- | --- | --- | --- |
| **Leave Application Form** | | | | |
| Employee Name | |  | | |
| Department/Division | |  | | |
| Name of Supervisor | |  | | |
| Type of Leave Requested (Please choose the relevant reason) | | | | |
| 1. Casual Leave 2. Earned Leave 3. Maternity / Paternity Leave 4. Medical Leave (ML)/Escort Leave (EsL) 5. Bereavement Leave 6. CE Exam Leave 7. Extra Ordinary Leave (EoL)   ***Note: Sl.No. 3 to 6 should be supported by necessary documents****.* | | | | |
| Leave Applied | From : (d/m/y) | | To : (d/m/y) , Day(s) | |
| Reasons: | | | | |
| Employee’s Signature | | | | Date: |
| Recommendation of HRO | | | | |
| Certified that the employee has day(s) Leave balance as on / / .  Signature of HRO (Official Seal) Date:  Approval of the Department/Division Head  Approved Not Approved  Signature (Official Seal) Date: | | | | |
| For Official Use from Sl. No. 2 - 6 (Human Resource Division) | | | | |
| NCHM/HRS/6(2)/2021/ Date:  Sanction is hereby accorded for Leave with effect from / / to / / for days.  (Chief/HR Officer) (Official Seal) | | | | |
| For Official Use for Sl.No. 4 & 7 (Human Resource Division) | | | | |
| EOL/ML/EsL Approved by HRC Meeting No: dated . Note: ML beyond 1 month only. | | | | |

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+975 2 327202, Email Address: Director- [kdupchu@nchm.gov.bt,](mailto:kdupchu@nchm.gov.bt) CSD- [csd@nchm.gov.bt,](mailto:csd@nchm.gov.bt) HOID- [hoid@nchm.gov.bt,](mailto:hoid@nchm.gov.bt) HWRSD- [hwrsd@nchm.gov.bt,](mailto:hwrsd@nchm.gov.bt) WCSD- [wcsd@nchm.gov.bt.](mailto:wcsd@nchm.gov.bt)