༄༅།། 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 HeadApproved Not ApprovedSignature (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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