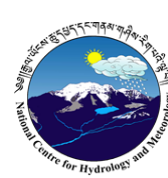




ལྷོ། ལྷོ་ཡོངས་ཆུ་དབྱེད་དང་གནམ་གཤིས་རིག་པའི་རྩེ་བ།
NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN
"Centre of Excellence in Hydrology, Meteorology and Cryosphere Science and Services"



Date: _____

NCHM LEAVE REQUEST AND APPROVAL FORM (8/A)

Name and Position Title of Supervisor:		
Name and EID of Applicant:		
Division/Section:		
Type of Leave Requested	Select(✓)	Documents Required (✓)
1. Casual Leave	<input type="checkbox"/>	<input type="checkbox"/> NA
2. Annual Leave	<input type="checkbox"/>	<input type="checkbox"/> NA
3. Earned Leave	<input type="checkbox"/>	<input type="checkbox"/> NA
4. Maternity/Paternity Leave	<input type="checkbox"/>	<input type="checkbox"/> Birth certificate/health card
5. Medical Leave (ML)	<input type="checkbox"/>	<input type="checkbox"/> Medical certificate upto 30 days and letter from Medical Board of Doctors, if beyond 30 days & other evidences
6. Medical Escort Leave (MEsL)	<input type="checkbox"/>	<input type="checkbox"/> Referral medical certificate/ letter/documents
7. Bereavement Leave	<input type="checkbox"/>	<input type="checkbox"/> Death certificate
8. Extra-ordinary Leave (EoL)	<input type="checkbox"/>	<input type="checkbox"/> Signed legal undertaking
*Sl. No. 4 to 8 should be supported by necessary documents as per provisions of Chapter 8 of BCSR 2023		
Leave Request From (d/m/y):..... To (d/m/y):..... Duration:..... Days Reasons: <div style="text-align: right;">(Signature of Applicant and Date)</div>		
<u>RECOMMENDATION OF HR OFFICER (*Applicable for Sl. No. 1-3) :</u> This is to certify that the above employee has days of annual leave/casual leave/earned leave balance as of (today). <div style="text-align: right;">(Signature of HRO & Date)</div>		
<u>APPROVAL BY HEAD OF AGENCY/DIVISION:</u> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> <div style="text-align: right;">(Signature of Supervisor & Date)</div>		
For Official Use by Human Resource Services (For Sl. No. 3, 4, 5 & 7)		
NCHM/HRS/6(2)/...../.....		Date:.....
<u>SANCTION ORDER</u>		
The sanction is hereby accorded..... day(s) leave for the above official from to		
(Human Resource Officer)		

Note: 1. EoL, MEsL and ML beyond 14 days needs to be submitted to HRC for approval, 2. Casual leave is applicable to probationers only, 3. Earned leave accumulated till June 2023 and 4. Office order for leaves approved by the HRC will be generated from ZEST.