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Dungsam Cement Corporation Limited

(A Royal Government of Bhutan Undertaking)

**dhi**Company

**Name of the applicant:**  
**Designation:**

**EID:**  
**Div. /Sec:**

SN	Type of leave	Tick appropriately	Date		No of days	Remarks
			From	To		
1	Casual Leave					
2	Earned Leave					
3	Leave without Pay					
4	Maternity Leave					Attach evidence
5	Paternity Leave					Attach evidence
6	Medical Leave					Attach evidence
7	Escort Leave					Attach evidence
8	Bereavement Leave					Attach evidence
9	EOL					Execute Legal Undertaking
10	Study Leave					Execute Legal Undertaking

**Reason for leave (attach extra sheet if necessary):**

**Signature of Applicant:**

**Leave balance at credit:**

Casual Leave:

Earned leave:

Signature:  
HR section

**Recommended by:**

Comments:

Name & Signature of Supervisor:

**Approving Authority:**

Name & Signature:

**\*Leave Approving Authority**

**Department Head** : Casual/Paternity/Bereavement/Maternity leave  
**Dy. CEO** : EL up to 10 working days/Medical leave up to 5 working days  
**CEO** : Medical leave beyond 5 working days/EL beyond 10 working days  
 EOL/Escort leave