



dhi Company

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Dungsam Cement Corporation Limited

(A Royal Government of Bhutan Undertaking)

**Name of the applicant:**

**EID:**

**Designation:**

**Div. /Sec:**

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

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

**Signature of Applicant:**

**Leave balance at credit:**

Casual Leave:

Earned leave:

**Authorized HRAD signatory**

**Recommended by (Section head):**

Replacement name of the employee & EID:

Works to be carried out during leave (attach extra sheet if necessary):

**Name & Signature**

**Recommended by (Division head):**

Replacement name of the employee & EID:

Works to be carried out during leave (attach extra sheet if necessary):

**Name & Signature**

**Approving Authority (Name & Signature)**