



འཕུག་གི་བཅག་འཕུ་ལྷན་ཚོགས།

**ELECTION COMMISSION OF BHUTAN**

*(Ensuring Free, Fair & Democratic Elections & Referendums)*



ECB-CEC-10/2016/

Date:

To : **Chief Election Commissioner of Bhutan**

From

Name :

Designation :

Subject : **Application for Leave**

Dasho,

I would be grateful if the following leave may be granted:

Particulars	Duration		No of days	Purpose
	From	To		
Casual Leave				
Earned Leave				
Maternity Leave				
Medical Leave				
Paternity Leave				
Bereavement Leave				

During my leave of absence Mr./Mrs. ....will be responsible to carry out my duties. My contact address during the leave is:

Address:

Residence:

Contact No:

Date:

Signature of applicant

Personal records have been checked and the applicant has ..... days Casual Leave / Earned Leave balance as of .....

Date:

Checked by

Human Resource Officer

Date:

Checked by

Head, Department/Division

Date:

Checked by

Secretary

Date:

Approved by

Chief Election Commissioner

Post Box No.: 2008, Kawangjangsa, Thimphu: Bhutan

334851, 334852 (PABX),334762 (EA to CEC), Fax: 334763

Website: www.election-bhutan.org.bt E-mail: cec@election-bhutan.org.bt, rigsun@yahoo.com