

ANNEXURE 23: LEAVE APPLICATION FORM

		<p style="text-align: center;">འབྲུག་གློག་མེ་ལས་འཛིན།། Bhutan Power Corporation Limited Registered Office: Thimphu</p>	
Name:		Designation:	
Employee Id. No.		Grade:	
Service/Dept./Div.		Place:	
TYPE OF LEAVE APPLIED FOR:			
NUMBER OF DAYS APPLIED FOR:			
Reason for Leave			
FROM:		TO:	
SIGNATURE:		DATE:	
IMMEDIATE SUPERVISOR			
COMMENTS AND RECOMMENDATIONS:			
SIGNATURE:		DATE	
APPROVING AUTHORITY			
APPROVED NUMBER OF DAYS:			
COMMENTS: (IF ANY)			
SIGNATURE:		DATE:	