

**MANGDECHHU HYDROELECTRIC PROJECT AUTHORITY**  
**(Leave Application Form)**

To: Sr. Personnel Officer  
MHPA, Trongsa.

Date:

Name of Applicant: .....  
Complex/ Division: .....  
Designation: .....  
CID No./ Work Permit No: .....  
Per. No: .....

Kindly grant me leave as follows:

Sl. No.	Type of Leave	Select to avail	Duration			Remarks
			Start Date	End Date	Total (Days)	
1	Casual Leave					
2	Earned Leave					
3	Maternity Leave					
4	Paternity Leave					
5	Medical Leave					

\*Reasons for availing leave:

Signature of Applicant

\* Until today, the ..... (date) of ..... (month), ..... (year), the applicant has ..... days of earned leave/casual leave remaining.

Signature of Personnel Officer

Approved by:

(Competent Authority)

For Medical Leave only:

- Advised medical rest
- Check up at \_\_\_\_\_
- Referral/Referred to \_\_\_\_\_
- Patient attendant. Name of patient \_\_\_\_\_ Relation to the patient \_\_\_\_\_

\*Please attach all necessary prescription

To be filled by Project Medical Officer

- Approved from date \_\_\_\_\_ to \_\_\_\_\_
- To be approved upon joining office with necessary documents/prescriptions.

**Signature of Medical Officer**

**Note:** Once leave is approved by the competent authority this form should be sent to personnel section, P&A (hard or soft copy) for issuing of Leave Sanction Order.