

## BHUTAN ELECTRICITY AUTHORITY

### **Casual Leave Application Form**

Name	:
Department/ Division	:
Name of supervisor	:
From Day/Month /Year:	To: Day/Month / Year :
Reasons:	
Employee's Signature & Date	
Casual leave summary as on _____/_____/201____	
Leave credit	: _____
Leave applied	: _____
Leave balance	: _____
Signature & Date <b>Human Resource Officer</b>	
Approved by the Department/ Division Head/CEO	
Signature & Date	
Verified By Chief(Adm. & HR)	
Signature & Date	