

MANGDECHHU HYDROELECTRIC PROJECT AUTHORITY

(Leave Application Form)

To: Chief (P&A)/Personnel Officer  
MHPA, Trongsa.

Date:

Name of Applicant: .....

Complex/ Division:.....

Designation: .....

Employee I.D. No. (MHPA):.....

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					Attach evidence
4	Paternity Leave					Attach evidence
5	Medical Leave					Attach evidence

\* 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)

**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.