

**BHUTAN ELECTRICITY AUTHORITY**

**Casual Leave Application Form**

Name	:	
Department/ Division	:	
Name of Supervisor	:	
From Day/Month/Year :		To: Day/Month/Year :
Reason :		
Employee's Signature & and Date		
Casual leave summary as on ____/____/____		
Leave credit	:	_____
Leave applied	:	_____
Leave Balance	:	_____
Signature & Date <b>Human Resource Officer</b>		
Approved by the Division Head		
Signature and Date		
Verified By Director		
Signature & Date		