



རིགས་གསུམ་རྒྱུ་སྐུལ་བརྗོད་འཕུལ་རིག་སྒྲེལ་ཁང་དང་འཛིན་སྐྱོང་།

Rigsum Institute of Information Technology & Management

CASUAL LEAVE APPLICATION FORM

- ❖ Name of Applicant:
- ❖ Number of days applied for:
- ❖ Purpose of Leave:
- ❖ Effective date of leave:
- ❖ Leave in credit:
- ❖ Leave balance:

- ❖ Signature of Applicant:

Approved by:
(Signature of Approving Authority)

Comments:

