



ཨ་ཁོ་ན་མ་འབྲུག་ལ་ཆས་ལས་འཛིན་ཚད།

Farm Machinery Corporation Limited

CHUNDUDINGKHA, PARO: BHUTAN

Post Box No: 1314

"Making Agriculture Productive, Profitable and Prestigious (PPP)"



LETTER OF UNDERTAKING FOR SPECIAL LEAVE

I,bearing EMP ID/ CID No...
serving

As.....in theof the FMCL, hereby accept to avail
special leave for a periodmonths with effect from

..... (dd/mm/y
y) and

I hereby undertake to:

1. Use the special leave only for reasons mentioned in my application
2. Not engage in any other activity
3. Abide by all relevant rules and regulations; and laws of the country
4. Accept any administrative actions if I fail to abide by this undertaking.

I, hereby do confirm that I have been briefed on all rules governing my special leave
and I have understood them, including the implications and consequences of violating
them.

(Affix Legal Stamp)

Name and

Signature

Date:

Witness:

Name:

CID No:

Contact Address and Number:



ལོ་ནམ་འཕུལ་ཆས་ལས་འཛིན་ཚད།

Farm Machinery Corporation Limited

CHUNDUDINGKHA, PARO: BHUTAN

Post Box No: 1314

"Making Agriculture Productive, Profitable and Prestigious (PPP)"



(Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications)

Approved by: **General Manager/Chief Executive Officer**