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Farm Machinery Corporation Limited

PARO BONDEY: BHUTAN

Post Box No: 1314

*“Prioritizing User Satisfaction with **Honesty**” The **“PUSH”***

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/yy) 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:

(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**