



དཔལ་ལྷན་འབྲུག་གཞུང་།  
ཇོང་ཁག་བདག་སྐྱོང་བསམ་ཅེ།

DZONGKHAG ADMINISTRATION, SAMTSE

**BHUTAN**  
Believe

*"A prosperous community living in harmony with diverse culture and safe environment"*

SDA/HRS-15/2024-2025/ 01922

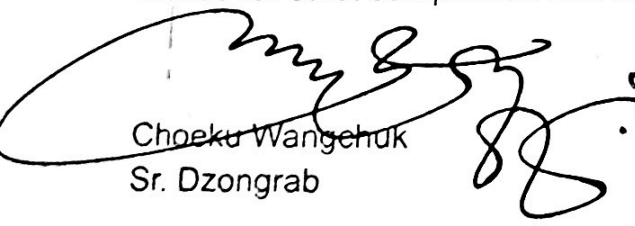
September 15, 2024

### OFFICE MEMO

As per the decision of 249th Human Resource Committee meeting convened on September 11, 2024, all the civil servants that are under the purview of Dzongkhag administration must adhere to standard mentioned below to avail of the Medical Leave and Medical Escort Leave:

1. The applicant must submit a medical leave application form as per BCSR 2023 along with a referral letter from a competent Medical Officer to the concerned Sector Head or Supervisor.
2. The Medical/Medical Escort Leave of a Teacher or an employee under Schools endorsed/recommended by the Principal must be submitted to the Human Resource Section with a copy to Dzongkhag Education Sector (For information) before leaving station for records.
3. The Medical/Medical Escort Leave of Principal approved by the Chief Dzongkhag Education Officer must be submitted to the Human Resource Section before leaving the station for records.
4. Extension (if required) must be submitted in Leave application Form to Human Resource Section duly signed by the respective Supervisor along with Medical Certificate of competent authority.
5. Immediately on joining the regular duty, the applicant must submit a Medical Certificate issued by competent authority as per Section 8.9 and 8.10 of BCSR 2023 to the Human Resource Section for approval by the HRC.
6. Non fulfilment to above provisions, the Medical and Medical Escort Leave shall be considered Unauthorised Absence.

Issued for strict compliance with effect from September 15, 2024

  
Choeku Wangchuk  
Sr. Dzongrab

Copy:

1. Dasho Dzongdag for kind information
2. Dasho Dungpa, Dorokha/Tashichoelling for kind Information
3. Sector Heads for necessary action