

**File no.....**

Date.....

..... (Head)

.....

.....

**Subject: Letter of Award**

Dear .....,

The Royal Civil Service Commission on behalf of the Royal Government of Bhutan is pleased to approve candidature of ....., EID No. .... of your Agency to pursue long term studies, as given below.

- Name of the Course :
- Planned/Ad hoc :
- Institute & Country :
- Mode of Study :
- Start Date :
- Duration :
- Funding Agency :

The Royal Civil Service Commission has approved **Study Leave with Pay** for the duration of his/her studies.

Kindly instruct the candidate to contact this Secretariat for Pre-departure Briefing and to executing Legal Undertaking.

With best regards,

Yours sincerely,

(.....)

for the Royal Civil Service Commission

Cc:

1. Chief HR Officer/HR Officer for necessary actions.
2. Candidate concerned.