



ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

STT APPROVAL LETTER

File no. Day Month Year

Head
Agency name
Location

Subject: Approval Letter

Madam/Sir,

The(Agency name) on behalf of the Royal Government of Bhutan is pleased to approve the candidature of.....(name),(position title),(EID No.) of your Agency to pursue following short term training:

Name of the Course :
Institute and Country :
Start and End Date : (DD/MM/YY) to (DD/MM/YYYY)
Duration : Monthsdays
Funding Agency :

Kindly instruct the candidate to contact HR Division/Services for Pre-departure Briefing and to process Official Passport.

Thanking you,

Yours faithfully,

(.....)
Chief HRO
HR Division/Services

Cc:

- 1. Passport Section, MoFA, Thimphu for release of official passport.
- 2. Accounts Officer, Agency, location for release of entitlements (if applicable).
- 3. Candidate concerned.
- 4. Personal file