

**DEPARTURE INTIMATION FORM**

Chief HRO,  
HRD Division,  
Royal Civil Service Commission,  
Thimphu.

1. Name of the Candidate :
2. Employee ID No. :
3. Position Title :
4. Department/Ministry/Agency where  
presently employed :
5. Letter of Award number and date :
6. Title of course :
7. Institute of training and location  
(Mention the Country also) :
8. Date of commencement of the course :
9. Duration of the course and  
date of completion :
10. Date of departure from Bhutan :
11. Source of Funding :

I, hereby certify that the information given above is correct to the best of my knowledge.

**Place:**

**Date:**

**(Signature)**