



འབྲུག་འགྲེམ་རང་སྐྱོང་ཚད་ལྡན་ལས་འཛིན།
BHUTAN POSTAL CORPORATION LIMITED

NO.BP/AHRD/ADM-21/2024/ 572

Date 29.05.2024

OFFICE ORDER

This is to inform all employees that we are actively upgrading the required information in the ERP.

In this regard, you are asked to update your leave details on ERP based on your record w.e.f 1st January 2024 before 31st May, 2024 at 3 PM.

Please follow SOP for ERP, 6.4 SOP for Leave under chapter 6: Human Resource.

(Penjor)
Head (AHRD)

Copy to:

1. The Chief Executive Officer for kind information
2. The Division & Regional Heads for further informing to your subordinates
3. Office Copy.

