



LEAVE APPLICATION FORM
OFFICE OF THE PROJECT DIRECTOR
SETTLEMENT OF LAND RECORDS IN
DISTRICTS DIR LOWER, DIR UPPER AND TEHSIL KALAM
BOARD OF REVENUE

Part –I (Particulars)

Date: _____

(To be filled by the Applicant)

HR ID (Please see ID/Service Card) _____ Name _____

Designation _____ Department/Section _____

Employment Status: Civil Servant Project Contractual Other

Leave Applied

Duration of Leave From _____ To _____ (Total Days/Time _____)

Justification for Leave _____ (Attach / Use back side of application- if any)

Applicant's Signature _____

Part-II (Recommendations)

(To be completed by Immediate Supervisor)

Recommended

Reliever's Arrangement: Name _____ HR ID _____ Signature _____

Not Recommended

Remarks:

Name & Designation (Supervisor/HOD) _____ **Signed** _____

Part-III (Entitlement)

(To be endorsed by the HR Section)

Entitlement: Comments (if any) _____

Leave record:

Total Leaves Availed (Details)

Name & Designation _____ **Signed** _____

Part –IV (Sanctioning Authority)

Project Director

Approved

Not Approved

Signed _____