



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

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SOP, S FOR LEAVE:

Leave is not the right but can be granted on the discretion of the competent authority in special circumstances. Moreover, project is timed bound activity where punctuality and presence at work station is mandatory. However, the following sops to be observed;

1. Leaves to be requested on prescribed leave application form can be obtained from the immediate supervisor/Office assistants/team leader/or from Admin HR office.
2. Duly filled leave application will be routed through immediate supervisor/team leader remarks to the HR section for entitlement of leaves record.
3. Project Director will be the final authority where to approve/disapprove the leave or as deemed necessary.
4. HR section will notify approval /Refusal of the leaves at earliest & will maintain record/notifications in the personal file of the employee.
5. Availing of leave is subject to prior approval of the competent authority.
6. In case of more than three days leaves granted/availed, departure and arrival to be submitted to the HR section through supervisor/team leader.

Observing sops can assist in smooth functioning of the routine work and can avoid inconvenience to the employee and management.

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