



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(मानव संसाधन विकास मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under MHRD)

Ref. No. : SLIET/Admn/2020/9/61-65 Dated : 27 Jul 2020

OFFICE ORDER

It has been observed that some of the faculty/staff members of the Institute are leaving the Headquarter i.e. SLIET, Longowal after just submitting the Station Leave in the respective Department/Sections, without getting it sanctioned from the Competent Authority, whether it is in combination or not with any authorized type of leave or Casual Leave or for week-ends/closed holidays alone. The Sanctioning Authority for Station Leave has been prescribed as under:-

S.No.	Category of Employees	Type of Leave	Recommending Authority	Sanctioning Authority
1.	All Deans/Registrar	Station Leave alone or with any type of Leave	--	Director
2.	All HoDs	Station Leave alone or with any type of Leave	Dean(FSW)	Director
3.	All Section In-charges	Station Leave alone or with Casual Leave	--	Registrar or respective Dean
		Station Leave with any other type of authorized Leave	Registrar or respective Dean	Director
4.	All faculty members except HoDs/Deans	Station Leave alone or Station Leave with one day C.L.	--	HoD concerned
		Station Leave of more than one day and upto 3 days C.L.	HoD concerned	Dean (FSW)
		Station Leave with more than 03 days CL or with any other type of authorized leave	HoD/Dean (FSW)	Director
5.	All Staff members except Section In-charges	Station Leave with C.L.	--	Section In-charge concerned
		Station Leave with any other type of authorized leave	Section In-charge concerned	Director

The Competent Authority has viewed it seriously and it has been ordered that all the faculty/staff members are henceforth required to submit the Station Leave well in advance and leave the Station (i.e. SLIET, Longowal) only after the approval of the same by the Competent Authority.

These orders are to be adhered strictly.

Endst. No. : _____

Dated : _____


Registrar

1. Director Cell - for kind information, please.
2. All Deans
3. All HODs/Section In-charge - with a request to circulate amongst faculty/staff working in their respective Departments/Sections.
4. File copy

Registrar