



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब – 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Education, Government of India)
Longowal, District Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/ **REG/2827**

दिनांक / Date: **24/9/2021**

OFFICE ORDER

It has been observed that in many cases, the draft letters/ Affidavits/ documents (to be sent to the outside agencies) are being received in the office of Director or Registrar on last dates and without required documents and without the initials of concerned officials/ HoDs/Section In-charges for the signature of the authorities (Director/Registrar).

In view of the above, all the HoDs/Section In-charges are requested to forward the letters/Affidavits/documents with all the necessary documents with complete file and duly signed by all the concerned officials/officers. A copy of the letter/affidavit/documents, after approval, must be signed by the concerned officials in the form of office copy alongwith the original letter/affidavit/documents when submitted for signatures of the competent authority.

Further, it is the responsibility of the concerned department/section to thoroughly check that the contents of the letters/ Affidavits/documents to be signed by the Director/Registrar are correct and as per record before submitting to the competent authority.


24.9.21
Registrar (Officiating)

Copy to :-

- 01 Director, SLIET for information
- 02 All Deans/HoDs/Section In-charges/Faculty In-charges-with the request to circulate among the Faculty & Staff.
- 03 Faculty In-charge (ACSS) - with the request to upload on the Institute website.

"Proud to be Part of Team SLIET"