



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

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

Ref. No. SLIET/Admn./ DPC/A2/2023/ 4496-4501

Dated 10/10/2023

**OFFICE ORDER**

**Subject : Recommendations of DPC for promotion to the post of LDC - Reg.**

With reference to this office's Circular No. SLIET/Admn./DPC/A2/2023/3831-34 dated 19.09.2023 regarding DPC of Group C posts of non-teaching and technical staff, the DPC in its Meeting held on 26.09.2023 recommending the following Multi Tasking Staff (MTS) for promotion to the post of Lower Division Clerk (LDC) in the Pay level- 2 of Rs. 19900-63200/- w.e.f. the date of joining in the promotion post:

Sr. No.	Name of the Employee	Category under which promoted	Department/Section
1	Sh. Ravinder Singh, MTS	UR	Workshop

The above mentioned MTS is exempted from Typing Test as per DoPT OM No. 14020/2/91\_estt. (D) dated 29.09.1992 and 14020/1/20/2014/Estt (D) dated 22.04.2015 as approved by the BoM in its 34th meeting held on 30.12.2019.

The employee will continue to draw the pay presently being drawn and there will be only a change of designation and there will be no fixation of pay on account of promotion. The promotee will be on probation for one year from the date of assumption of charge in the new post.

Accordingly, the above-mentioned employee is requested to submit his acceptance of promotion and submit joining report, to Registrar, SLIET through his HOD/Section Incharge, concerned within three days from the date of issue of this order regarding joining as LDC in Pay Level-2 (Rs. 19900-63200/-).

This issues with the approval of the Competent Authority dated 29.09.2023.

  
**REGISTRAR**  


A copy of above is forwarded to :

1. Director`s Cell for kind information, please (via email).
2. HoDs/Section In-charges, concerned (via email) for information.
3. FI, ACSS – with a request to get it uploaded on the Institute website for information of all the concerned.
4. D.R (A&A) for information
5. Official(s) concerned – For information and necessary action.
6. File Copy

To

The Registrar,  
SLIET, Longowal

**(through HOD/Section Head, concerned)**

**Subject** : **Joining Report in the Post of \_\_\_\_\_**

**Reference** : **Office Order No. SLIET/Admn./A2/DPC/2023/\_\_\_\_\_ dated \_\_\_\_\_**

Sir,

With reference to the Office Order cited above, I \_\_\_\_\_, MTS S/o/D/o Sh.

\_\_\_\_\_ hereby accept the offer of promotion to the post of Lower Division Clerk (LDC) in Pay Level – 2 and take charge of the post on \_\_\_\_\_ (FN/AN).

I also accept the terms and conditions mentioned in the above referred Office Order.

Thanking You,

Yours Faithfully,

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Date : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

**Forwarded by**

**Date** \_\_\_\_\_

**HOD/Section Incharge**

**REGISTRAR, SLIET**