



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, 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/A2/2023/16476-6481

Dated 01/12/2023

OFFICE ORDER

Subject : Offer Letter for promotion to the post of UDC through DPC - 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 vide its Minutes of Meeting held on 26.09.2023 has recommended the following Lower Division Clerks (LDC) for promotion to the post of Upper Division Clerk (UDC) in the Pay level- 4 of Rs. 25500-81100/- w.e.f. the date of joining on the promotional post:

Sr. No.	Name of the Employee	Category under which promoted	Department/Section
1	Sh. Mohinder Singh	UR	Mathematics
2	Sh. Tilak Raj Guleria	UR	Admin. Section
3	Sh. Hoshiar Singh	UR (PH)	Accounts & Audit

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

Accordingly, the above-mentioned employees are requested to submit their acceptance of promotion and submit joining report to Registrar through his HOD/Section Incharge, concerned within three days from the date of issue of this order regarding joining as UDC through Promotion in Pay Level-4 of Rs. 25500-81100/-.

This issues with the approval of the Competent Authority dated 30.11.2023.


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 _____, S/o/D/o Sh.

_____, working as _____ hereby accept the

offer of promotion to the post of _____ in Pay Level – ___ 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