



# संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

लौंगोवाल, संगरूर, पंजाब- 148 106  
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)

## Sant Longowal Institute of Engineering and Technology

Longowal, Sangrur, Punjab – 148 106  
(Deemed to be University under MoE, Govt. of India)

Ref. No. SLIET/Admn./A1/2024-25/6367-71

Dated: 19/03/2025

### OFFICE ORDER

This is in-continuation with office order No. SLIET /Admn./2021/400-04 dated 17/05/2021. A faculty member may avail/be granted following leaves, as per UGC Regulations, 2018 for purposes mentioned below:

#### **A. SPECIAL CAUSAL LEAVE**

Special Casual Leave not exceeding 10 days in an Academic Year:-

- (i) (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and  
(b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. However, the actual journey time shall be treated as duty.

#### **B. DUTY LEAVE**

- i) Duty Leave upto 30 days in an Academic Year may granted for the following purposes:
  - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the University or with the permission of the university/college.
  - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/Principal of the College;
  - c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university/college;
  - d) Participating in a delegation or working on a committee appointed by the Central Govt., State Govt., the UGC, a sister university or any other similar academic body; and
  - e) For performing any other duty assigned to him/her by the university/college.
- ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii) The leave may be granted with full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual Leave.
- v) Duty Leave should be given also for attending meeting in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO

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Therefore, it has been decided as under:

- (i) The period of conferences/workshops/seminars (attended by a faculty member) will be treated as "on Duty" including the days of actual journey, if any, to and from the places where activities specified above take place.
- (ii) If, the period of conferences/workshops/seminars etc. falling during Winter/Summer vacations, it shall be treated as vacation period, including the days of actual journey, if any, to and from the places where activities specified above, take place.
- (iii) The Special Casual Leave will be availed only for the purposes, as notified in the UGC Regulation.

Further, with reference to office order No. SLIET/Admn./2020/9161-65 dated 27/06/2020, it is clarified that henceforth the record of Casual Leave/Special Casual Leave/RH/Official Duty will be maintained in the concerned Department, for better control and maintenance of leave record.

This issued with the approval of the competent authority dated 10/03/2025.

  
**REGISTRAR**

Copy of the above is forwarded to:

1. Director's Cell
2. Dean (Academics)
3. Dean (FSW)
4. All HODs
5. Associate Dean (ERP/SAMARTH & ACSS) :- with a request to upload on Institute website.
6. File copy

  
**REGISTRAR**