



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology,
Longowal, Dist. Sangrur, Punjab - 148106

(Deemed to be University under Ministry of Education)

Ref. No. SLIET/Admn./ A1/47(26)/ 523

Date: 04/06/26

OFFICE ORDER

During vetting the proposal of crediting Earned Leave to faculty in lieu of detention period during Summer & Winter Vacation for the year 2023, the Internal Audit Cell (IAC) of the Institute has pointed out that an office order regarding detention of faculty during vacation should be issued well in advance. To comply with the observation of the IAC and to streamline the credit of EL in lieu of detention period to faculty, the following procedure shall be adopted for the detention of faculty during Summer and Winter Vacation: -

1. Not more than 2/3rd of faculty of the Department may be allowed to avail vacation at the same time. All the administrative and academic duties of the department shall be managed with the detained faculty.
2. The Individual faculty shall submit the detention plan to the concerned HOD with detailed justification.
3. HOD will compile the detention plan received from the faculty members of Department and submit the consolidated detention plan to the Director, SLIET for approval through Dean (Academic) in the **format given overleaf**.
4. The HODs will issue an office order, well in advance, regarding detention of their faculty during the vacation for academic and administrative work of the department/Institute during vacation.
5. Based on the approved detention plan and office order issued by the HODs, the Earned Leave will be credited as per rules of the Institute.
6. In the event of emergent situation arising out of exceptional/unavoidable circumstances, if any deviation happened in the approved detention plan, the revised detention plan will be prepared by the HoD within 07 days upon completion of vacation and shall be submitted to Director, SLIET through Dean (Academic) for approval. Accordingly, Earned Leave shall be credited on the basis of revised detention plan.
7. Above instructions may be followed strictly in future for detention of the faculty and credit of Earned Leave. No credit of EL shall be given to faculty if above procedure is not followed.

This issues with the approval of the Competent Authority dated 14.05.2026.

mm
04/6/26
Deputy Registrar (Admn.)

CC to:-

1. Director's Cell for kind information
2. Dean (Academic)
3. All HODs - Please circulate among teaching staff of your department.
4. Associate Dean, ACSS & ERP/SAMARTH with a request to upload on Institute website.
5. File copy

Deputy Registrar (Admn.)

FORMAT FOR DETENTION

Name of Department :

Detention Year :

Date of Vacation : (Summer/Winter)

S.No.	Name of faculty with designation	Period of detention		No. of days	Purpose	Justification
		From	To			

(Sign.)
Head of Department,
Deptt. of _____

DEAN (ACADEMICS)

DIRECTOR, SLIET