



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

[भारत सरकार द्वारा स्थापित]

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

[Established by Govt. of India]

(Deemed to be University)

Department of Mechanical Engineering

Date : 07/5/25

Ref. No. SLIET/ME/ 173

CIRCULAR

All the Faculty & Staff Members of the department of Mechanical & Civil Engineering are requested to submit their Station Leave before leaving the Station/Headquarter i.e. SLIET, Longowal.

In this regard, the following may be perused: -

As per the Institute rules Page No.: 03 of 23 (<http://administration.sliet.ac.in/files/2012/05/ConductRules.pdf>)

(g) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

(h) Whenever leaving the station, an employee shall inform the Head of Department / Section Incharges to which he is attached, or Director if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.

Hoping all Faculty & Staff will extend their earnest co-operation, as above.

[Signature]
07/5/2025
HOD (ME)
[Signature]

"Proud To Be Part of Team SLIET"

LONGOWAL DISTRICT SANGRUR-148106 (PUNJAB) (INDIA PHONE No. +91-1672-253123, 253124)

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