



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)  
लौंगोवाल, जिला संगरूर, पंजाब – 148106  
**Sant Longowal Institute of Engineering & Technology**  
(Deemed-to-be-University under Ministry of Education, Government of India)  
**Longowal, District Sangur, Punjab-148106**

दिनांक / Date: 1.5.21

संदर्भ सं/ Ref. No. SLIET/Reg/WFH-02

**CIRCULAR**

Please refer to the **Circular No. SLIET/REG/WFH-01 dated 24/04/2021** and earlier circulars on the subject.

As per **point no 03** of these circulars it has been conveyed that:

“All employees who do not attend office on a particular day are to make themselves available on telephone/mobile and other electronics means of communication and **maintain the Head-quarter**”.

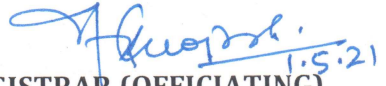
Further, **as per point 05** of these circulars:

“As decision about WFH has been taken to minimize the spread of CORONA in the campus, therefore, **all campus residents/employees are ADVISED to restrict outside movements for safety of all**”

However, **it has been observed that some employees are not maintaining Head-quarter** and visiting places other than their Head-quarters. It is once again requested to all employees to **MAINTAIN HEAD-QUARTER** (even those residing out-side campus should also maintain their place of residence and are not allowed to visit any other place without prior approval of the competent authority) during WFH.

**IN CASE ANY EMPLOYEE IS FOUND VIOLATING THESE RULES, A STRICT DISCIPLINARY ACTION WILL BE TAKEN AS PER RULES.**

This bears the approval of the competent Authority dated 01/05/2021.

  
REGISTRAR (OFFICIATING)

Copy to following officers/officials for information and necessary action please: -

- 01 Director.
- 02 All Deans/HoDs/Section In-charges/Faculty In-charges- For n/a please.
- 03 FI(ACSS) - with a request to upload on the Institute website.
- 04 Hostel Notice Boards

*"Proud to be Part of Team SLIET"*