



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./A2/2022-23/ १५२५-२९

Dated : 21/07/22

### C I R C U L A R

It has been observed that while applying for sanction of Earned Leave/Leave on Medical Grounds/Half Pay Leave/Extra Ordinary Leave etc., the applicants are not filling the prescribed application format properly, especially; designation at Sr.No.1, purpose of the leave (Sr.No.8), leave availed in the current month & current semester (Sr.No.9 [a] & [b]), and address & telephone/mobile Number during leave period (Sr.No.10).

It is also noticed that employees are not submitting leave applications within the prescribed time limit.

**Therefore, in future, all the employees are required to fill-up the leave application properly and apply atleast 15 days before the scheduled date of leave. HODs/Section In-charges must give their specific recommendations and to ensure that all the columns of leave applications are properly filled-in. The incomplete leave applications will not be accepted and employee concerned himself/herself will be responsible for delay in sanction of leave.**

**This should be strictly adhered to.**

This bears the approval of the Director dated 19/07/2022.

  
REGISTRAR

Copy to:-

1. Director : For kind information
2. All Deans/ HODs/ Section In-charges : To circulate amongst the employees working in their respective Departments/ Section for compliance.
3. D.R. (Admn.) : It is directed that incomplete leave applications should not be accepted from employees.
4. File copy
5. *webmaster*