



# 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./A1/2022-23/ 3168-3173

Dated: 10/8/22

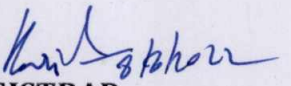
### CIRCULAR

It has been observed that the employees are booking their tickets for personal/official visits before sanction of leave. This is not a healthy practice and is against the well established norms. Therefore, all the employees are requested not to book their tickets **without the prior approval of leave.**

  
REGISTRAR

Copy to :-

- 01 Director' Cell : for kind information.
- 02 All Deans
- 03 All HoDs/Section In-charges/Faculty In-charges- with the request to circulate among the Faculty & Staff.
- 04 Faculty In-charge (ACSS) – with the request to upload on the Institute website.
- 05 File Copy

  
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