



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under Ministry of Education)

Ref. No. SLIET/Admn./DPC/A2/2023/ 7000-7006

Dated 20/12/2023

OFFICE ORDER

Subject : Offer Letter for promotion to the post of LDC through DPC - Reg.

With reference to this office's Circular No. SLIET/Admn./DPC/A2/2023/3831-34 dated 19.09.2023 regarding DPC of 'Group C' posts of non-teaching and technical staff, the DPC in its Meeting held on 26.09.2023 recommended the following Multi Tasking Staff (MTS) who is No. 2 in the panel for promotion to the post of Lower Division Clerk (LDC) in the Pay level-2 of Rs. 19900-63200/- w.e.f. the date of joining in the promotion post:

Sr. No.	Name of the Employee	Category under which promoted	Department/Section
1	Sh. Gurtej Singh, MTS	UR	Boys Hostel

The above mentioned MTS is exempted from Typing Test as per DoPT OM No. 14020/2/91_estt. (D) dated 29.09.1992 and 14020/1/20/2014/Estt (D) dated 22.04.2015 as approved by the BoM in its 34th meeting held on 30.12.2019.

The employee will continue to draw the pay presently being drawn and there will be only a change of designation and there will be no fixation of pay on account of promotion. The promotee will be on probation for one year from the date of assumption of charge in the new post.

Accordingly, the above-mentioned employee is requested to submit his acceptance of promotion and submit joining report to Registrar, SLIET through his HOD/Section Incharge, concerned within three days from the date of issue of this order regarding joining as LDC in Pay Level-2 (Rs. 19900-63200/-).

This issues with the approval of the Competent Authority dated 05.12.2023.

[Signature]
REGISTRAR

A copy of above is forwarded to :

1. Director's Cell for kind information, please (via email).
2. HoDs/Section In-charges, concerned (via email) for information.
3. FI, ACSS – with a request to get it uploaded on the Institute website for information of all the concerned.
4. D.R (A&A) for information
5. Official(s) concerned – For information and necessary action.
6. File Copy

To

The Registrar,
SLIET, Longowal

(through HOD/Section Head, concerned)

Subject : **Joining Report in the Post of** _____

Reference : **Office Order No. SLIET/Admn./A2/DPC/2023/**_____ **dated** _____

Sir,

With reference to the Office Order cited above, I _____, S/o/D/o Sh.
_____, working as _____ hereby accept the
offer of promotion to the post of _____ in Pay Level – ___ and take charge of the post
on _____ (FN/AN).

I also accept the terms and conditions mentioned in the above referred Office Order.

Thanking You,

Yours Faithfully,

Name : _____

Designation : _____

Department : _____

Date : _____

Mobile No. : _____

Forwarded by

Date _____

HOD/Section Incharge

REGISTRAR, SLIET