



**Sant Longowal Institute of Engineering and Technology**  
**Longowal, Distt. Sangrur, Punjab – 148106**  
(Deemed to be University under MoE, GOI)

Ref. No. SLIET/Admn./A1/2024-25/361

Dated : 18/4/2024

**CIRCULAR**

The polling for Lok Sabha Election is scheduled to be held in the State of Punjab on 01.06.2024 and counting of same will be held on 04.06.2024. The schedule for rehearsals for election duties may be announced, at any time. As per directions of Election Office, the lists of all employees have already been sent to District Election Officer, Sangrur.

A few requests from faculty members have been received for attending Workshop, Conference (National/International) etc, such dates are clashing with the Election/Counting dates. It will be very difficult position for the Institute, if any, Show-Cause notice is received due to non-attending of rehearsals/election duty by any employee. To avoid such situation, the Competent Authority has decided that:-

- (i) The faculty members will be allowed/permitted for attending Workshop/Conferences etc. before 05<sup>th</sup> June, 2024 only on submitting Election Exemption Certificate from the District Election Office, Sangrur.
- (ii) The employees proceedings on any kind of Leave/LTC etc before 05<sup>th</sup> June, 2024 are themselves responsible for attending Rehearsal/Election/Counting duties. An undertaking to this effect shall be submitted by the employee before proceedings on Leave/LTC etc.
- (iii) Further, any request for exemption from election duty on health/personal grounds may be submitted to District Election Office, Sangrur directly by the concerned employee.

This bears the approval of Competent Authority dated 16.04.2024.

  
**REGISTRAR**

CC to:-

- (i) Director's Cell for kind information, please.
- (ii) Dean (R&C):- for information and necessary action as per above, please.
- (iii) All Deans/HODs/Section Incharges :- For circulation in the Department/Section and ensure compliance with the above before recommending the requests of any faculty members/employees.
- (iv) All Department/Section Notice Boards.
- (v) FI, ACSS :- for uploading on Institute website
- (vi) File copy

  
**REGISTRAR**