



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)

(ADMINISTRATION SECTION)

Ref. No. SLIET/Admn/2025/1590-93

Dated : 18/07/2025

CIRCULAR

Subject : Proforma for Feedback by Retiring Employee - regarding.

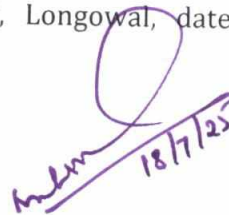
Attention of all the Deans, Heads of Department and Sections In-charge of the Institute is invited to the subject cited above.

In the context of the above, it is intimated that a "Proforma for Feedback by Retiring Employee" has been devised. A copy of the same is attached herewith. A copy of the same shall also be uploaded on the SLIET's website.

It shall be mandatory for all the retiring employees to fill up the feedback proforma which shall be submitted by him/her to Dy. Registrar (Admn) one week before his/her date of superannuation.

This communication may kindly be circulated in all the departments/sections, please.

This bears the approval of the competent authority of SLIET, Longowal, dated 30/06/2025.


18/7/25
Dy. Registrar (Admn.)

Encl : As above

Copy for kind information/circulation, to the following, please :-

1. Director, SLIET
2. All Deans / Heads of Department / Sections In-charges
3. AD (ACSS) - to upload on SLIET's website also, please
4. File copy

SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY (SLIET)
LONGOWAL - 148 106 (DISTRICT SANGRUR, PUNJAB)

PROFORMA FOR FEEDBACK BY RETIRING EMPLOYEE

1. Name of the Retiring Employee : _____
2. Employee Code : _____
3. Mobile Number : _____
4. Email address : _____
5. Permanent Address (after retirement) : _____
6. Initial post held at the time of joining SLIET : _____
7. Date of Joining : _____
8. Post held at the time of retirement : _____
9. Date of retirement : _____
10. No. of years worked at SLIET : _____
11. Department/Section from which retiring : _____
12. Your experience during stay at SLIET : _____
13. Suggestions for improvements in the overall working environment of SLIET, Longowal : _____
14. Your message to students, staff and faculty members : _____
15. Any other remarks : _____
(Add Additional sheets, if required)

Signature : _____

Name & Designation : _____

Place : _____

Date : _____