



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

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab - 148106
(Deemed -to-be-University under Ministry of Education)

Ref.No.SLIET/Admn/2025-26/ 2147-50

Date: 21.08.2025

CIRCULAR

All the employees of the institute must provide a self attested copy of all pages of their passport, both current and expired, from the date of joining SLIET till today. A copy of pages containing relevant visa, be provided, whenever any employee apply for the NOC for fresh as well as renewal of existing passport or wish to visit foreign country for any purpose, in order to maintain complete record of foreign visits in their respective personal file for reference.

Henceforth, NOC for going abroad or renewal of passport will not be issued unless self attested copies of all pages (with entry/visa or blank) of the passport are not provided to this office along with other documents required.

Copies of existing & expired passports are to be submitted within one month from the date of issue of this Circular.

This bears the approval of the competent authority dated 11.07.2025.


Registrar

Endst.No.SLIET/Admn/2025-26/ _____

Dated: _____

A copy of the above is forwarded to:-

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| 1. All HoDs/Section In-charges | : For circulation among employees for compliance |
| 2. D.R. (Admn.) | : To file the copies in the respective personal file |
| 3. Director' Cell | : For kind information |
| 4. File copy | |