



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

Ref. No. SLIET/Admn./A1/2025-26/5277-81

Dated : 18/03/26

**OFFICE ORDER**

**Subject: Submission of applications/requests on proper format – reg.**

It has been observed that some employees are submitting their applications, requests and representations on noting sheets.

In this regard, it is reiterated that as per the procedure prescribed under the Department of Personnel and Training (DoPT) and the provisions contained in the Central Secretariat Manual of Office Procedure (CSMOP), noting sheets are meant exclusively for internal office use for recording notes and comments during processing of files.

Noting sheets form part of the official file and are to be used only by the dealing assistants/officials and officers while processing a case. These sheets are not intended to be used by employees for submission of applications or requests.

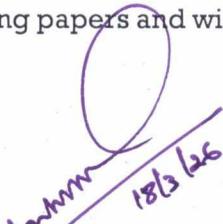
Accordingly, it is hereby requested that:

1. All employees shall submit their applications, requests, representations, or any other communication on plain paper or in the prescribed format only.
2. Any request submitted through email should be routed through concerned HOD/Section Incharge.
3. Noting sheets shall not be used for submission of any request/application/representation by employees.
4. Any application or request received on a noting sheet shall be returned to the concerned employee for resubmission in proper format.
5. All Deans/HODs/Section Incharge shall ensure strict compliance with the above instructions by the employees working in their respective Department/Section.

All employees are requested to strictly comply with the above instructions to maintain proper office procedure and record management.

Further, file covers should not be torn into half and used for attaching papers and will not be accepted henceforth.

This issues with the approval of the Competent Authority.

  
18/3/26  
**Deputy Registrar (Admn.)**

CC to:-

1. Director for kind information
2. Registrar for kind information
3. All Deans/HODs/Section Incharges: - for circulation among employees for strict compliance.
4. Associate Dean (ERP/SAMARTH and ACSS) for uploading on Institute Website
5. File copy

  
**Deputy Registrar (Admn.)**