

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL (DISTT. SANGRUR)
(DEEMED-TO-BE-UNIVERSITY)

ADMINISTRATION SECTION

Ref. No. Admin/70527057

Date : 16/11/09

OFFICE ORDER

The matter regarding rationalization of allowances to be paid to the Officials who have been assigned the additional duties was put up before the Board of Management in its 2nd meeting held on 04.09.2009 vide agenda item No.2.9. The Board of Management approved the allowances to be paid to the officials for performing additional duties as under :-

1	Professor holding the additional duties of Deans	i. Rs.1500/- p.m. as honorarium ii. Rent free accommodation. iii. Reimbursement of Mobile phone charges upto Rs.300/- p.m. iv. STD facility at Office and Residence upto Rs.500/- p.m. in total. v. One Stenographer/ Clerk excluding for H.O.D.'s who are designated Deans
2.	Professor/ Assistant Professor holding additional duties as Head, Training & Placement.	As applicable at Sr.No.1 above.
3.	Faculty members holding the additional duties as Chief Wardens	i. Rs.1000/- p.m. as honorarium. ii. Rent free accommodation. iii. Reimbursement of Mobile phone charges upto Rs.250/- p.m. iv. STD facility at Office and Residence upto Rs.300/- p.m. in total
4.	Faculty members holding the additional duties as Wardens	i. Rs.750/- p.m. as honorarium ii. Rent free accommodation. iii. Mobile phone charges upto Rs.250/- p.m.
5.	Officials holding the additional duties of Deputy Registrars and Controller of Examination.	As applicable at Sr.No.4 above.

These allowances will be applicable w.e.f. 07.02.2009 for the officials for performing additional duties mentioned at Sr.No.1 to 4 and w.e.f. 04.09.2009 for Sr.No.5 above.

Dr. Suresh
Dean(Administration) 13/11/09

Endst. No. : _____

Date : _____

A copy of the above is forwarded to :

1. Director Cell – for information
2. All Deans
3. All HODs/Section In-charges
- ✓ 4. Incharge, Website
5. File copy

Dr. Suresh
Dean(Administration) 13/11/09