

Indian Institute of Technology Kanpur
(Officiating / Out of station Arrangement)

From: Munish Malik
Finance Officer

No. FO/11TK/Office/2014-15

Date: 9 Jan 2015

To

The Director/ Deputy Director
Indian Institute of Technology Kanpur
Kanpur-208016

Dear Sir:

(1) I am proceeding to Allahabad (specify the station leaving for)
on Station Leave from 10.1.15 to 11.1.15
(specify the period of absence).

(2) During my absence Prof./Dr./Mr./Mrs. R.K. Sachan, Actg. Registrar
Dept. of Finance has
kindly accepted to be the Acting Finance Officer. (Specify the position).

It is therefore requested to kindly approve the above arrangement and permit me to leave the Headquarters.

Thanking you,

Yours sincerely,

Munish Malik
9/1/15
मुनीष मलिक
MUNISH MALIK
(Prof./ Dr/Mr/Mrs. वित्त अधिकारी)
FINANCE OFFICER
भारतीय प्रौद्योगिकी संस्थान, कानपुर
Indian Institute of Technology, Kanpur

Remarks / Approved ✓ Chaturvedi 9/1/15
(Director/ Deputy Director)

- CC: (1) DD / All Deans / Registrar / Dy. Registrar (s) / SE
for information and office record.
(2) Prof./ Dr/Mr/Mrs. R.K. Sachan (As mentioned at item No. 2)
(3) All other concerned

(To be circulated to the concerned Departments on approval for record)