

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

From:
.. Munish Malik ..
.. Finance Officer ..

No. FO/IIITK/Office/2014-15
Date: 12.12.14

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 13.12.14 to 14.12.14
(specify the period of absence).
- (2) During my absence Prof./Dr./Mr./Mrs. R. K. Sachan,
Actg. Registrar Dept. of 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
12/12/14

(Prof./ Dr/Mr/Mrs. मुनीष मलिक)
MUNISH MALIK
वित्त अधिकारी

Remarks / Approved

Chaturvedi, 12/12/14
(Director/ Deputy Director)

FINANCE OFFICER
भारतीय प्रौद्योगिकी संस्थान, कानपुर
Indian Institute of Technology, Kanpur

- 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 Actg. Registrar

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