

From: "Finance Officer" <fo@iitk.ac.in>  
Subject: 1-day CL with station leave for Monday 22 June 2015  
Date: Sun, June 21, 2015 10:28 pm  
To: dydir@iitk.ac.in  
Cc: dr\_acct@iitk.ac.in



Phaturnad.  
24/6/15

Dear Sir,

Due to some urgent personal work, I need to travel to Delhi tomorrow. I shall be grateful if I am allowed a day's CL with permission to leave station for 22 June 2015. I shall be back on campus tomorrow (22 June 2015) night itself.

As both Prof. N N Kishore, PIC (Admn) and Dr. R K Sachan, Sr. DR (R&D) are also away tomorrow, kindly approve for Shri M K Diwakar, DR (F&A) to act as Finance Officer while I am away tomorrow.

Kind regards,  
Munish Malik

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