



Indian Institute of Technology Kanpur  
(Leave - cum - Charge Arrangement Application)

From: Munish Malik  
Finance Officer

To  
The Director  
Indian Institute of Technology Kanpur  
Kanpur-208016

Ref. No. F0/11TK/office/2014-15  
Dt. 24 June 2015

Dear Sir:

- (1) I am proceeding to NOIDA.....(Specify the station leaving for)  
on official business.....(Specify the type of leave)  
from 25.6.15.....to 26.6.15.....(Specify the period of absence).
- (2) During my absence Prof. / Dr. N. N. Kishore, PIC (Admn.)  
..... Dept. of ..... has  
kindly accepted to be the Acting Finance Officer.....(Specify the position).

It is therefore requested to kindly approve the above as mentioned at item no (1) & (2).

Thanking you,

Yours sincerely,

Munish Malik  
24/6/15  
मुनिश मलिक  
MUNISH MALIK  
(Prof./ Dr. .... वित्त अधिकारी .....)  
FINANCE OFFICER  
भारतीय प्रौद्योगिकी संस्थान, कानपुर  
Indian Institute of Technology, Kanpur

Remarks / Forwarded .....  
(Forwarding Official)

Remarks / Approved ✓.....  
Chatturvedi: 24/6/15  
(Dy. Director / Director)

- CC: All Deans  
(1) DD / DOFA / DORD IIT Kanpur for necessary info. and office record.  
(2) Prof. / Dr. N. N. Kishore, PIC (Admn.) (As mentioned at item No. 2)  
(3) Dy. Registrar (F&A) for information.  
(4) PS to Director.....(Others concerned)

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