

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. FO/IIITK/office/2017-18
Dt. 22 Jan 2018

Dear Sir:

- (1) I am proceeding to (Specify the station leaving for)
on C.L. (Specify the type of leave)
from 23.1.18 to 23.1.18 (Specify the period of absence).
- (2) During my absence Prof. / Dr K. K. Tiwari, Registrar
Dept. of has
kindly accepted to be the Acting F.O. (Specify the position).

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

CL Balance: 6
Now requested: 1

Thanking you,

Yours sincerely,

22/1/18
(Prof./Dr. Munish Malik)
MUNISH MALIK
वित्त अधिकारी
FINANCE OFFICER
भारतीय प्रौद्योगिकी संस्थान, कानपुर
Indian Institute of Technology, Kanpur

Remarks / Forwarded
(Forwarding Official)

Remarks / Approved
(Dy. Director / Director)

- CC: (1) Director - for kind info. pl. and all other Deans
(2) DD / DOFA / DORD IIT Kanpur for necessary info. and office record.
(3) Prof. / Dr. K. K. Tiwari, Registrar as mentioned at item No. 2) - (Printed 23.1.18)
(4) Jr. Dy. Registrar (F&A) for information.
(5) Jr. (S/A) / AR (IA) (Others concerned)
(6) F.O's office
(To be circulated to the concerned departments on approval for record)

DOFA
DO SA 23/1/18
DO AA 23/1/18
DORA 23/1/18

DOIP 23/1/18
DORD 23/1/18