



Indian Institute of Technology Kanpur
Finance Officer's Office

FO/IITK/Office/2014-15
Dated: 25 February 2016+

Deputy Director
IIT Kanpur

Chaturvedi 25/2/16

Subject: Acting FO arrangement - 26 to 28 February 2016

Dear Sir,

I shall be away from 26 to 28 February 2016 to attend 1/2016 Finance Committee meeting scheduled for Saturday, 27 February 2016 at New Delhi. During the above period, based on their availability, Dr. R K Sachan, Sr. Dy. Registrar (R&D) and Prof. Sudhir Mishra, PIC (Admin.) have kindly consented to act as Finance Officer, as per details below:

Acting FO	Period
Sr. Dy. Registrar (R&D)	26 - 27 February 2016
PIC (Admin.)	28 February 2016

2. Kindly approve the above proposed acting FO arrangement.

M
25/2/2016
(Munish Malik)
x. 7950

Copy to:

- I. Director - for kind information pl.
- II. Deputy Director
- III. All Deans
- IV. PIC (Admn.)
- V. Sr. Dy. Registrar (R&D)
- VI. Dy. Registrar (F&A)