

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

From: Munish Malik
Finance Officer

No. FO/IIITK/Office/2014-15
Date: 21 July 2015

To

The Director/ Deputy Director
Indian Institute of Technology Kanpur
Kanpur-208016

Dear Sir:

- (1) I am proceeding to NOIDA.....(specify the station leaving for)
on official business from 22 Jul '15 to 23 Jul '15 F/N
(specify the period of absence).
- (2) During my absence Prof./Dr./Mr./Mrs. N. N. Kishore
P.I.C. (Admin.) Dept. of has
kindly accepted to be the Acting F.O......(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
(Prof./ Dr/Mr/Mrs. MUNISH MALIK..)
वित्त अधिकारी

FINANCE OFFICER

भारतीय प्रौद्योगिकी संस्थान, कानपुर

Indian Institute of Technology, Kanpur

Remarks / Approved Chandra 21/7/15
(Director/ Deputy Director)

- CC: (1) DD / All Deans / Registrar / Dy. Registrar (s) / SE
for information and office record.
(2) Prof./ Dr/Mr/Mrs. N. N. Kishore P.I.C. (Admin.) (As mentioned at item No. 2)
(3) All other concerned DR (FA)
(4) PS to Director
(To be circulated to the concerned Departments on approval for record)