



Indian Institute of Technology Kanpur
Finance Officer's Office

No. FO/IITK/Office/2015-16
Dated: 16 May 2016

Deputy Director
IIT Kanpur

Chaturvedi. 16/5/16

Subject: Special Casual Leave and JEE (Advanced) -2016 duty - Request for

Dear Sir,

I am writing to request three days' special casual leave from Wednesday, 18 May to Friday, 20 May 2016, with permission to leave station for attending the Finance Committee meeting of IIITDM, Jabalpur at Jabalpur. I shall also be away on JEE (Advanced)-2016 examination duty on Saturday, 21 May and Sunday, 22 May 2016.

2. Prof. Sudhir Misra, PIC (Admn.) has kindly consented to act as Finance Officer during the above mentioned period.
3. For your kind consideration and approval pl.

Thanking you.

Sincerely,

Mu
16/5/2016
(Munish Malik)
Finance Officer

Copy to:

- i. Director - for kind information pl.
- ii. Deputy Director
- * iii. All Deans
- iv. PIC (Admn.)
- v. FO's Office
- vi. DR (F&A)

* DOFA -
DOAA -

DOSA - DOP -
DORD - DORA -