

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

From:

.....  
.....

Date:

To

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

Dear Sir:

- (1) I am proceeding to.....(specify the station leaving for)  
on..... from..... to.....  
(specify the period of absence).
- (2) During my absence Prof./Dr./Mr./Mrs.....  
..... Dept. of ..... has  
kindly accepted to be the Acting .....(Specify the position).

It is therefore requested to kindly approve the above arrangement and permit me to leave the Headquarters.

Thanking you,

Yours sincerely,

(Prof./ Dr/Mr/Mrs.....)

Remarks / Approved.....  
(Director/ Deputy Director)

- CC: (1) DD / All Deans / Registrar / Dy. Registrar (s) / SE  
*for information and office record.*  
(2) Prof./ Dr/Mr/Mrs .....(As mentioned at item No. 2)  
(3) All other concerned

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