

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

From: Munish Malik
Finance Officer

No. FO/IIITK/Office/2014-15
Date: 7 April 2015

To

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

Dear Sir:

(1) I am proceeding to Bhopal (Specify the station leaving for)
on Special CLT leave from 23.4.15 to 25.4.15 (Specify
the period of absence).

(2) During my absence Prof./Dr./Mr./Mrs. N N Kishore, PIC (Admn.)
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
7/4/15

(Prof./Dr./Mr./Mrs. मुनीष मलिक
MUNISH MALIK
वित्त अधिकारी

FINANCE OFFICER
भारतीय प्रौद्योगिकी संस्थान, कानपुर
Indian Institute of Technology, Kanpur

Remarks / Approved. ✓

7/4/15
(Director/ Deputy Director)

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

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