



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance Officer

No. FO/IITK/Office/2017-2018/980
27 December 2017

Approved.

M
28/12/17

Deputy Director
IIT Kanpur

Subject: Acting Finance Officer arrangement from 10 to 12 January 2018

Dear Sir,

I shall be out of station on Earned Leave from 10 to 12 January 2018. Shri K K Tiwari, Registrar has kindly agreed to act as Finance Officer during the above period.

2. Kindly approve the above proposed arrangement.

Thanking you.

Sincerely,

M
27/12/17

(Munish Malik)
x.7950

Copy to:

- i. Director – for kind information pi.
- ii. Dy. Director
- iii. All Deans
- iv. Registrar
- v. Jt. Registrar (F&A)
- vi. Jt. Registrar (S&P)
- vii. AR (IA)
- viii. Shri Ram Kishore Sharma o/o FO



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance Officer

No. FO/IITK/Office/2017-18
Dated: 15 January 2018

Dy. Director
IIT Kanpur

Approved.
M
15/1/18

Subject: Suffixing the weekend of 13 and 14 January 2018 to my Earned Leave

Dear Sir,

I shall be grateful for permitting me to suffix the weekend of 13 and 14 January 2018 to my Earned Leave from 10 to 12 January 2018, due to family reasons.

2. Your good office was telephonically informed of the above need.

Thanking you.

Sincerely,

Registrar
copy: Office file

M
15/1/18
(Munish Malik)
Finance Officer
x. 7950