



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

From:
Munish Malik
Finance Officer

No. FO/IIITK/Office/2014-15
Date: 9 Oct 2015

To

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

Dear Sir:

- (1) I am proceeding to New Delhi (specify the station leaving for)
on official business from 14.X.15 A/N to 15.X.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 Finance Officer (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

मुनीष मलिक
(Prof./ Dr/Mr/Mrs. MUNISH MALIK)

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

Remarks / Approved..... Chaturvedi: 12/10/15
(Director/ Deputy Director)

- CC: (1) Director - for kind info. pl.
(2) DD / All Deans / Registrar / Dy. Registrar (s) / SE
(3) Prof./ Dr/Mr/Mrs. N.N. Kishore for information and office record.
(4) All other concerned DR(F/A) PIC (Admn.)

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