

भारतीय प्रौद्योगिकी संस्थान, कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
26/02/14  
R. No. ....  
वित्त विभाग / FINANCE OFFICE

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

From:  
..Munish Malik  
..Finance Officer.

No. FO/11TK/Office/2013-14/21  
Date: 26.2.14

To

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

Dear Sir:

(1) I am proceeding to Mumbai.....(specify the station leaving for)  
on 28.2.2014 from 28.2.14 to 02.3.14  
(specify the period of absence). (1000hrs) (1500hrs)

(2) During my absence Prof./Dr./Mr./Mrs. R.K. Sachan, Ag. Registrar  
..... 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,

M  
26/2/14

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

Remarks / Approved.....

Done 26.2.14  
(Director/ Deputy Director)

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

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

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