

FO/IITK/office/2014-15
Dated: 5 February 2015

Dy. Director
IIT Kanpur

Phat 5/2/15

Subject: Acting FO arrangement

Dear Sir,

I shall be away on GATE duty to Lucknow from 6 February 2015 0700 hrs to 8 February 2015 2200 hrs.

As PIC (Administration) has not yet been added to the list of cheque signatories of various bank accounts, it is proposed that Shri M. K. Diwakar, Dy. Registrar (F&A) may act as FO during the period I am away.

Thanking you.

Sincerely,

M
5/2/15

(Munish Malik)
Finance Officer

Copy to:

- 1) Director - for kind information please.
- 2) Dy. Director
- 3) All Deans
- 4) PIC (Administration)
- 5) DR (F&A)