



Indian Institute of Technology Kanpur  
Finance Officer's Office



FO/IITK/Office/2016-17  
Dated: 1 September 2016

Deputy Director  
IIT Kanpur

Chaturvedi 2/9/16


**Subject: Acting Finance Officer arrangement**

Dear Sir,

I shall be away to attend Finance Committee meeting at Noida from Friday, 2 September 1500 hrs. to Monday, 5 September 12 noon. As PIC (Admin) shall also be away for the same meeting during some part of the above period, the following arrangement is proposed:

- Dr. R K Sachan, Sr. Dy. Registrar (R&D) may exercise the financial delegations of Finance Officer from Friday, 2 September 1500 hrs. to Sunday, 4 September 2016 12 noon.
- PIC (Admin) has kindly consented to act as Finance Officer from Sunday, 4 September 12 noon to Monday, 5 September 12 noon.

2. Kindly approve the above proposed arrangement.

  
1/9/2016  
(Munish Malik)  
x. 7950

Copy to:

- Director – for kind information pl.
- Deputy Director
- All Deans
- PIC (Admn.)
- Sr. Dy. Registrar (R&D)
- Dy. Registrar (F&A)