



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

03 APR 2017

R. No.....
वित्त विभाग / FINANCE OFFICE

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance Officer

No. FO/IITK/Office/2017-18/

Dated: 3 April 2017

Deputy Director
IIT Kanpur

Approved.
M
3/4/17

Subject: Request for Special CL and Station Leave

Dear Sir,

I have been invited to attend Finance Committee meeting at IIIT-Allahabad, scheduled for Monday, 10 April 2017 (copy of email enclosed).

2. I shall be grateful if I am sanctioned station leave for 9 and 10 April 2017 along with special casual leave for 10 April 2017, for the above purpose. Dr. R. K. Sachan, Joint Registrar (R&D) has consented to act as Finance Officer while I am away.

Thanking you.

Sincerely,

M
3/4/17
(Munish Malik)

Copy without enclosures to:

- i. Director - for kind information pl.
- ii. Dy. Director
- iii. All Deans
- iv. Registrar
- v. Jt. Registrar (R&D)
- vi. Dy. Registrar (F&A)
- vii. DR (F&A)
- viii. Sh. P K Mohanty, o/o FO