

Indian Institute of Technology Kanpur
(Leave - cum - Charge Arrangement Application)

From: Munish Malik
Finance Officer

To
The Director
Indian Institute of Technology Kanpur
Kanpur-208016

Ref. No. FO/IITK/Office/2014-15
Dt. 6 Nov 2015

Dear Sir:

- (1) I am proceeding to Allahabad (Specify the station leaving for)
on Station Leave (Specify the type of leave)
from 7.XI.15 to 8.XI.15 (Specify the period of absence).
- (2) During my absence Prof. / Dr. N.N. Kishore, PIC (Admn.)
Dept. of has
kindly accepted to be the Acting F.O. (Specify the position).

It is therefore requested to kindly approve the above as mentioned at item no (1) & (2).

Thanking you,

Yours sincerely,

Munish Malik
6/11/15
मुनीष मलिक
(Prof./ Dr. MUNISH MALIK)
वित्त अधिकारी
FINANCE OFFICER
भारतीय प्रौद्योगिकी संस्थान, कानपुर
Indian Institute of Technology, Kanpur

Remarks / Forwarded
(Forwarding Official)

Remarks / Approved Chaturvedi, 6/11/15
(Dy. Director / Director)

- CC: (1) Director - for kind info. pl.
(2) DD / DOFA / DORD IIT Kanpur for necessary info. and office record / All Deans
(3) Prof. / Dr. N.N. Kishore, PIC (Admn.) As mentioned at item No. 2)
(4) Dy. Registrar (F&A) for information.
(5) Sh. Mohanty, FO's office (Others concerned)

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