

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. F0/IITK/office/2013-14/2
Dt. 9 Oct 2013

Dear Sir:

- (1) I am proceeding to New Delhi.....(Specify the station leaving for)
on Friday, 11 Oct 2013.....(Specify the type of leave)
from 11: X: 13.....to.....(Specify the period of absence).
- (2) During my absence Prof. / Dr R. K. Sachan, Ag Registrar
..... 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,

(Prof./ Dr. Munish Malik)

मुनीष मलिक
MUNISH MALIK
वित्त अधिकारी

Remarks / Forwarded
(Forwarding Official) **FINANCE OFFICER**
भारतीय प्रौद्योगिकी संस्थान, कानपुर
Indian Institute of Technology, Kanpur

Remarks / Approved.....
(Dy. Director / Director) Munish 9.10.13

- CC: (1) DD / DOFA / DORD IIT Kanpur for necessary info. and office record.
(2) Prof. / Dr.....(As mentioned at item No. 2)
(3) Dy. Registrar (F&A) for information.
(4)(Others concerned)

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