

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/IIITK/Office/2014-15
Dt. 14.11.14

Dear Sir:

- (1) I am proceeding to Faridabad.....(Specify the station leaving for)
on Earned Leave.....(Specify the type of leave)
from 17.11.14 to 21.11.14.....(Specify the period of absence).
(Prefix 15-16.11.14 & Suffix 22-23.11.14)
- (2) During my absence Prof. / Dr. R. K. Sachan, Actg. Registrar
..... Dept. of has
kindly accepted to be the Acting Finance Officer.....(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
14/11/14

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

Remarks / Forwarded
(Forwarding Official)

Remarks / Approved ✓
(Dy. Director / Director) Chaturvedi 14/11/14

- CC: (1) Director DD / DOFA / DORD IIT Kanpur for necessary info. and office record. All Deans
(2) Prof. / Dr. R. K. Sachan, Actg. Registrar (As mentioned at item No. 2)
(3) Sr. Dy. Registrar (F&A) for information
(4) Concerned file.....(Others concerned)

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