

**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/2018-19*  
Dt. *2-4-18*

Dear Sir:

- (1) I am proceeding to *out of station*.....(Specify the station leaving for)  
on *Earned Leave*.....(Specify the type of leave)  
from *2.4.18* to *5.4.18*.....(Specify the period of absence).
- (2) During my absence Prof. / Dr. *R. K. Sachan JR (Rtd)*  
..... 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. ....

*M*  
*2/4/18*

**मुनीष मलिक**  
**MUNISH MALIK**  
वित्त अधिकारी  
FINANCE OFFICER

भारतीय प्रौद्योगिकी संस्थान, कानपुर  
Indian Institute of Technology, Kanpur

Remarks / Forwarded .....

(Forwarding Official)

*R*

Remarks / Approved.....

(Dy. Director / Director)

*2/4/18*

CC:

- (1) *Director DD/ All Deans / Registrar*  
(1) DD / DOFA / DORD IIT Kanpur for necessary info. and office record.  
(2) Prof. / Dr. *R. K. Sachan JR (Rtd)* (As mentioned at item No. 2)  
(3) *Dy. Registrar (F&A)* for information.  
(4) *JR (S+P) / AR (IA)*.....(Others concerned)  
(5) *Fds office*

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