



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance Officer's Office

No. FO/IITK/Office/2014-15

Dated: 1 October 2015

~~Deputy Director~~
~~IIT Kanpur~~

Chaturvedi 1/10/15

Subject: Acting FO arrangement from 2 – 4 October 2015 and Station Leave request

Dear Sir,

I shall be away on official business to NOIDA on 2 – 3 October 2015. I shall be grateful if I am allowed station leave for 3 – 4 October 2015. I shall be back on campus on 4 October 2015 evening. During the above period, Prof. N N Kishore, PIC (Admn.) has kindly consented to act as Finance Officer.

2. Submitted for kind consideration and approval pl.

Thanking you.

Sincerely,

Munish Malik

(Munish Malik)
Finance Officer

Copy to:

- i. Director – for kind information pl.
- ii. Deputy Director
- iii. All Deans
- iv. PIC (Admn.)
- v. Dy. Registrar (F&A)