



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

03 MAY 2016

R. No.
वित्त विभाग / FINANCE OFFICE

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance Officer's Office

No. FO/IITK/Office/2016-17

Dated: 26 April 2016

Dy. Director
IIT Kanpur

Chaturvedi-26/4/16

Subject: Acting FO arrangement

Dear Sir,

I am requesting casual leave for Friday, 6 May and Friday, 3 June with station leave on Saturday, 7 May and Saturday, 4 June 2016. During the above-mentioned days, Prof. Sudhir Misra, PIC (Admn.) has kindly consented to act as Finance Officer.

2. Submitted for kind consideration and approval pl.

Thanking you.

Sincerely,

Munish Malik
26/4/2016
(Munish Malik)
Finance Officer

Copy to: Director - for kind information pl.

Dy. Director

- * All Deans
- PIC (Admn.)
- Dy. Registrar (F&A)

- * DORA
- DOSA
- DOFA

- DOAA
- DORD
- DOIP