



Indian Institute of Technology Kanpur
Finance Officer's Office

FO/IITK/Office/2014-15

Dated: 14 August 2015

Deputy Director
IIT Kanpur

Chaturvedi
14/8/15

Subject: Acting FO arrangement - 15 to 23 August 2015

Dear Sir,

I shall be away on Earned Leave from 17 to 21 August 2015 with the weekends of 15-16 August and 22-23 August 2015 prefixed and suffixed respectively to my leave. During the above period, based on their availability, Prof. N N Kishore, PIC (Admn.) and Dr. R K Sachan, Sr. Dy. Registrar (R&D) have kindly consented to act as Finance Officer, as per details below:

Acting FO	Period
PIC (Admn.)	15 to 19 August 2015
Sr. Dy. Registrar (R&D)	20 to 23 August 2015

2. Kindly approve the above proposed acting FO arrangement.

M
14/8/15

(Munish Malik)
x. 7950

Copy to:

- I. Director – for kind information pl.
- II. Deputy Director
- III. All Deans
- IV. PIC (Admn.)
- V. Sr. Dy. Registrar (R&D)
- VI. Dy. Registrar (F&A)