

**Indian Institute of Technology Kanpur**  
(Officiating / Out of station Arrangement)

From:  
... Munish Malik ...  
... Finance Officer ...

No. FO/11TK/Office/2014-15  
Date: 14 Oct 2014

To

The Director/ Deputy Director  
Indian Institute of Technology Kanpur  
Kanpur-208016

Dear Sir:

- (1) I am proceeding to New Delhi (specify the station leaving for)  
on official business\* from 16.X.14 A/N to 17.X.14 A/N  
(specify the period of absence). \* to attend budget related mtg at MHRD
- (2) During my absence Prof./Dr./Mr./Mrs. R.K. Sachan  
Actg. Registrar Dept. of ..... has  
kindly accepted to be the Acting F.O. (Specify the position).

It is therefore requested to kindly approve the above arrangement and permit me to leave the Headquarters.

Thanking you,

Yours sincerely,

Munish Malik  
MUNISH MALIK  
वित्त अधिकारी

(Prof./ Dr/Mr/Mrs. FINANCE OFFICER ..)  
भारतीय प्रौद्योगिकी संस्थान, कानपुर  
Indian Institute of Technology, Kanpur

Remarks / Approved.....

Chaturvedi  
(Director/ Deputy Director) 14/10/14

- CC: (1) DD / All Deans / Registrar / Dy. Registrar (s) / SE / Sr. DR (F+A)  
for information and office record.  
(2) Prof./ Dr/Mr/Mrs R.K. Sachan ..... (As mentioned at item No. 2)  
(3) All other concerned Actg. Registrar

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