



Indian Institute of Technology Kanpur  
Finance Officer's Office



FO/IITK/Office/2014-15  
Dated: 11 May 2015

Deputy Director  
IIT Kanpur

Chaturvedi: 11/5/15

**Subject: IIT Registrars' Conclave 2015 at IIT Madras**


Dear Sir,

As desired, I shall be attending the above event scheduled for Friday, 15 May 2015. I shall be grateful if my travel program is formally approved. I am further requesting a day's Station Leave from 16 May 2015 (A/N) to 17 May 2015 (A/N).

2. Prof. N N Kishore, PIC (Admn.) has kindly consented to act as Finance Officer while I am away on above mentioned official business / station leave from Thursday, 14 May 2015 to Sunday, 17 May 2015 (both days inclusive).

Thanking you.

Sincerely,

  
Munish Malik

Copy to: Director - for kind information pl.  
All Deans  
PIC (Admn.)  
DR (F&A)