



INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
Finance Officer's Office

FO/IITK/Office/2017-18

Dated: 15 June 2017

*Approved.*  
*M*  
*16/6/17*

Dy. Director  
IIT Kanpur

**Subject: Acting FO arrangement**

Dear Sir,

I shall be on Earned Leave from Monday, 21 August to Friday, 1 September 2017 (12 days) with Sunday, 20 August and 2-3 September 2017 (Saturday & Sunday) prefixed and suffixed respectively to my leave.

2. Shri K. K. Tiwari, Registrar has kindly consented to act as Finance Officer during the above period.
3. Submitted for kind consideration and approval pl.

Thanking you.

Sincerely,

*M*  
*15/6/17*  
(Munish Malik)  
Finance Officer

**Copy to:**

- i. Director - for kind information please.
  - ii. Dy. Director
  - iii. All Deans
  - iv. Registrar
  - v. DR (F&A)
  - vi. Sh. PK Mohanty, o/o FO
- 15.6.17.*