



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance Officer

No. FO/IITK/Office/2017-18
Dated: 20 February 2018

Dy. Director
IIT Kanpur

Approved.
H
20/2/18

Subject: Leave Request and Acting Arrangement

Dear Sir,

I am writing to request 2 days' casual-cum-station leave for 26 and 27 February 2018, with permission to leave station on Sunday, 25 February 2018.

2. Shri K K Tiwari, Registrar has kindly consented to act as Finance Officer on 25 and 26 February and Dr. R K Sachan, JR (R&D) on 27 February 2018.

Thanking you.

Sincerely,

M
20/2/18

(Munish Malik)

CL Balance: 3
Now requested: 2

Copy to:

- i. Director - for kind information pl.
- ii. Dy. Director
- iii. All Deans
- iv. Registrar
- v. Jt. Registrar (R&D)
- vi. Jt. Registrar (F&A)
- vii. Jt. Registrar (S&P)
- viii. Asst. Registrar (IA)
- ix. FO's Office