



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**Finance Officer**

No. FO/IITK/Office/2017-18

Dated: 12 December 2017

**Subject: Leave Request**

Due to some personal work, I am requesting casual-cum-station leave for Wednesday, 20 December and Thursday, 21 December 2017.

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

**Dy. Director**

**(Munish Malik)**

CL Balance: 6  
Now requested: 2

Copy to:

- i. Director - for kind information pl.
- ii. Dy. Director
- iii. All Deans
- iv. Registrar
- v. Jt. Registrar (F&A)
- vi. Jt. Registrar (S&P)
- vii. Asst. Registrar (IA)
- viii. Sh. P K Mohanty o/o FO