

Indian Institute of Technology Kanpur
(Leave - cum - Charge Arrangement Application)

From:

.....
.....

To

The Director

Indian Institute of Technology Kanpur

Kanpur-208016

Ref. No.

Dt.

Dear Sir:

(1) I am proceeding to.....(Specify the station leaving for)
on.....(Specify the type of leave)
from.....to.....(Specify the period of absence).

(2) During my absence Prof. / Dr
..... Dept. of has
kindly accepted to be the Acting(Specify the position).

It is therefore requested to kindly approve the above as mentioned at item no (1)
& (2).

Thanking you,

Yours sincerely,

(Prof./ Dr.....)

Remarks / Forwarded
(Forwarding Official)

Remarks / Approved.....
(Dy. Director / Director)

CC: (1) DD / DOFA / DORD IIT Kanpur for necessary info. and office record.
(2) Prof. / Dr.....(As mentioned at item No. 2)
(3) Dy. Registrar (F&A) for information.
(4)(Others concerned)

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