Date: / /

To,

The Director,

W.C.E., Sangli.

**Subject:** Request for issuing an office order for accompanying participants in zonal <sports\_type>\_\_\_\_\_\_\_\_\_\_\_competition at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ college ,\_\_\_\_\_\_\_ , Dist Sangli, from / / to / / .

Respected sir,

We the following faculty members/ staff adviser/s are accompanying with participating students of our institute in zonal tournament being held at <venue college details> on <competition dates > .

/weI request you to issue an office order for the same and sanction T.A. and D.A. as per the norms.

<Faculty/ Staff adviser list>

1) <faculty name> -< Coordinator /staff adviser/Gymkhana section> <sports type>

2)

3)

Thanking you.

Yours faithfully,

<Signature/s>

**Staff Advisor <sport type> and Gymkhana In-charge**