



**UNIVERSITY OF CALCUTTA  
DEPARTMENT OF SPORTS**

Senate House, 87/1, College Street, Kolkata – 700073

Date: 29/07/2017

**To,  
The Heads of all Academic and Administrative Departments  
University of Calcutta**

**Re: Invitation to Whole Time Faculty members and Non-Teaching staffs (except lower supporting staff), to act as Manager(s) of University of Calcutta (Men and Women) Teams for participation in the upcoming East Zone/ Inter Zonal/All India Inter University Games for the year 2017 - 2018.**

Respected Sir/Madam,

Request is being made hereby to you for kindly forwarding the names of your whole-time faculty members and the non-teaching staff members (*except lower supporting staff*) who are interested in rendering their guidance and support to the **University of Calcutta (Men and Women)** teams for participation in the upcoming **East Zone/Inter Zonal/ All India Inter University Games, 2017 - 2018** to act as manager(s) within the month of **August, 2017**.

With warm regards,

Sincerely yours,

**(Pema Lama)**  
In-Charge of Sports  
University of Calcutta

Encl: *Application Format*

<b>Application Format</b>
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To,  
**The Officer In-Charge**  
Department of Sports  
University of Calcutta  
87/1 College Street  
Kolkata -700073

*Through: **The Head of the Department***

***Sub: Prayer for becoming Manager of the University of Calcutta Team in the upcoming East Zone/Inter Zonal/ All India Inter University Games for the year 2017-2018.***

Respected Sir,

As per your order, I would like to draw your attention that I am very much interested to accept your proposal to act as a **Manager** for rendering my guidance and support to University of Calcutta teams in the upcoming **East Zone/Inter Zonal/All India Inter University Games** for the year **2017-2018**.

**My Candidature is given below:**

<b>Full Name (Block Letters)</b>	
<b>Father's Name</b>	
<b>Communication Address</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Contact No.</b>	

Thanking You,  
Yours faithfully,

**(Full Signature of the Applicant with date)**