

# NAME OF INSTITUTE

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Date :

To

The Joint Director

Dept of Technical Education

RO Aurangabad

**Sub : Proposal of Industrial tour of III year Electronics Dept**

**Reference :** DTE circular no/10/etp/1090/1972 dated 15 OCT 1990

DTE circular no/10/etp/1083/9426 dated 22 DEC 1983

Respected sir,

With reference to the subject cited above, I am hereby submitting the proposal of proposed Industrial tour for III year students of ..... Dept. studying during academic year 2015-2016 of our institute .

This industrial tour is proposed from \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_. The total number of students participating in this tour is .....[Girls.....Boys .....] with 03 teaching staff and one supporting staff. This tour is carried out by \_\_\_\_\_yatra Company,

All students participating in this tour will be asked to get undertaking from their parents in prescribed format which is essential for tour.

**Name of route : Latur -----/-----/-----/.....Latur**

This proposal is submitted for the necessary approval from your office. It is therefore request to kindly arrange to send approval /permission letter for this Industrial tour program.

Thanking you.

Yours faithfully

Principal

[Name of Institute]

