

**COVERING LETTER**

**NAME OF INSTITUTION**

No. F.....

Date.....

To,

The Financial Advisor  
University Grants Commission  
Bahadur Shah Zafar Marg,  
New Delhi – 110002.

Subject: **Request for Duplicate Demand Draft in lieu of lost Demand**

**Draft.**

Sir,

The Demand Draft No. .... dated .....for Rs.  
.....

Drawn on ..... (Name of Issuing Bank) has not been received  
vide UGC letter No. F. .... dated ..... and has been reportedly  
lost. Therefore, it is requested to get duplicate Demand Draft in lieu of lost one  
from the issuing Bank. We hereby undertake that in the event of the original  
Demand Draft is found later on, the same shall not be encashed but shall be  
returned to your office immediately for cancellation.

An Undertaking to this effect duly signed by the competent authority of the  
Institute in the prescribed format is enclosed herewith.

Yours faithfully,

Registrar/Principal/Director  
With seal

Encl: As above.

**CERTIFICATE FOR ISSUE OF DUPLICATE  
DEMAND DRAFT**

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Certified that the demand draft No. \_\_\_\_\_  
dated \_\_\_\_\_ for Rs. \_\_\_\_\_  
(Rupees  
\_\_\_\_\_ drawn in  
favour \_\_\_\_\_ of  
Principal/Registrar \_\_\_\_\_  
\_ issued on \_\_\_\_\_ branch of the Canara Bank  
/Central Bank/Bank of India \_\_\_\_\_ has  
not been received by the college. In case the original demand draft is  
subsequently found to have been encashed fraudulently or otherwise, the  
amount will be refunded to the University Grants Commission, New Delhi.  
Further, if the original demand draft is received/found afterward the same  
will not be encashed but returned to the University Grants Commission,  
New Delhi for cancellation.

Registrar/Principal/Director  
(With Seal)