

GOVERNMENT DEGREE COLLEGE

DEPARTMENT OF ENGLISH

BEST PRACTICE

TITLE : Filling in Forms

OBJECTIVE:

The main objective is to make the students familiar with different forms they need to fill in their day to day lives. Also teach them the basic information that is required to be filled in different forms

CONTEXT:

Forms need to be filled in for different reasons. For example, We might want fill in a course or job application form. or to book a ticket for a journey or a show or a bank form. Forms can be filled in different ways-offline or online. Most of our students have rural background with poor English language skills. So the Department has taken up the task of teaching students how to fill in the forms

METHOD:

The students are given different forms like e-seva application form for Degree Admissions; ,Bank forms –DD, withdrawal ,Account opening form .Deposit etc. and are asked to read the instructions, the terminology ,the basic details to be filled in these forms. Besides, the students are trained on online mode of filing in the forms

OUTCOME

This practice helped the students

- To fill in an application form confidently and independently
- To understand the basics of form filling
- To recognise instructions/terminology on forms



DEPOSIT / PAY IN SLIP

Date 20/2/20

Branch :

SBI/CAN/CD/CD/CC/CT/ID/AC/No/Credit Card No.

0132154961892215

Name

Tel. No.

Amount 9000
Rupees in words Two thousand only

Cash/Cheque No./Date & Name of Bank & Branch P

Total	9000
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SWO Passing Officer

SBI toll free 24 Hours Call Centre No. 18004253800, 1800112211

PAN NO. OR Form 60 For Cash Deposit of ₹ 50,000/- & Above

AC/PPT/18/1K

CASH DEPOSIT

Notes	No.	₹	P
2000 x			
500 x	U	9000	
200 x			
100 x			
50 x			
20 x			
10 x			
5 x			
Coins			
Total		9,000	

- 1 All Cheques must be crossed
- 2 Please mention your Ac. No. and Name on back of the Cheque
- 3 Please use separate slips for Cash Deposit, Outstation Cheques and Local Cheques.



DEPOSIT / PAY IN SLIP

Date 21/02/2021

Branch :

SBI/CAN/CD/CD/CC/CT/ID/AC/No/Credit Card No.

1121314521818651

Name

Tel. No./Mobile No.

E-mail ID

Rupees in words Two thousand only

Cheque No./Date/Name of Bank & Branch P

Total	2000
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Transaction ID SWO Passing Officer

Signature of Depositor



SBI

DEMAND DRAFT / BANKER'S CHECK APPLICATION FORM

CC 50 Number

PLEASE ISSUE A

Demand Draft Banker's Cheque

Against Cash Cheque Other M/Ac No.

TO Reg'd's A/c

Payee's Name **Mr. M. Santhi Prasad**

Amount (in words) **on thousand only**

Amount (in figures) **1000/-**

Payable at **SBI**

Branch **NA/SBI/9**

Account **XXXXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

FOR BRANCH USE ONLY

Drawn **1000/-**

Payable to **1000/-**

Drawn by **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

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Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Authorized Signatory on Branch Stamp (Mandatory)

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

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Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**

Signature of Applicant **XXXX**

Signature of Officer **XXXX**



Branch _____

DD/B/C APPLICATION FORM

91-01/2022/

Name of Applicant: XXXXX

Payee Name _____

Amount	₹	P
Exchange		
Out of Pkt. Exp.		
Total		

Amount (in words): _____

SWO / Passing Officer



Branch _____

PLEASE ISSUE A

Demand Draft Banker's Cheque

Against Cash Cheque Debit My A/c No _____

DD / B/C Number _____

20

Payee's Name

Amount (in words)

Payable at

Mobile / Telephone

E-Mail

PAN No

Name & Address of Applicant :

Signature of Applicant

Cash	₹	P
2000 x		
1000 x		
500 x 2	1000/-	
200 x		
100 x		
50 x		
20 x 1	20/-	
10 x		
5 x	5/-	
2 x		
1 x		
Coins		
Total	1025	

To (Regd. Stbr) TO THE GOVT
MAHATHMA GANDHI UNIVERSITY
one thousand Rupees

SBI

Madhanga

XXXX

Exchange	₹	P
Out of Pocket Expn		
Total	257/-	
	1025/-	

FOR BRANCH USE ONLY

Credit Bills Payable A/c DD / B/C Issued

₹ _____ (Rupees in words)

Authorised Signatory (as
(Branch SWO / Passing Officer)

Acknowledgement from the customer after receipt of the instrument _____

REQUISITION FORM

(Rev)

If you are a Medical Practitioner, Please Tick (✓) in Box (You could be of help in an Emergency)

If you want Sr. Citizen concession, please write YES/NO in box (If Yes, Please carry a proof of age during the journey to avoid inconvenience of penal charging under extant Railway Rules)

Do you want to be upgraded without any extra charge? Write YES/NO in the box (If this option is not exercised, full fare paying passengers may be upgraded automatically)

Train No. & Name: 12747 Guntur Date of Journey: 22-1-2015 Class: CC/2S

No. of Berths/Seats: 3 Station From: Nalgonda To: Hyderabad

Boarding at: _____ Reservation Upto: _____

S. No.	Name in Block Letters (not more than 15 Characters)	Gender MF	Age	Concession/Travel Authority No.	Berth Choice Lower/Upper*	Veg./Non-Veg for Rajdhani, Shatabdi Exp. only
1.	PRANEE M. RANI	F	18	2S	MB	
2.	GR. BHOOMIKA	F	17	2S	MB	
3.	B. TEJA	F	17	2S	MB	
4.						
5.						
6.						

Children below 5 years (For whom ticket is not to be issued)

S.No.	Name in Block Letters	Gender M/F	Age
1.			
2.			

Onward/Return Journey Details

Train No. & Name: 12747 Guntur Date of Journey: 22-1-2015 Class: CC/2S

No. of Berths/Seats: 3 Station From: Nalgonda To: Hyderabad

Name of Applicant: B. TEJA

Full Address: Iskilla (V)
Bannampet (M)
Nalgonda (D) Signature of the Applicant/ Representative: B. TEJA

Tel./Mob. No if any: 9949151250 Date: 22-1-15 Time: _____

For Official Use Only

S. No. Requisition: _____ PNR No.: _____ Signature of
 Berth/Seat No.: _____ Amount Collected: _____ Reservation Clerk

- Maximum permissible passengers are 3 per requisition.
- One person can give one requisition form at a time.
- Please check your ticket & balance amount before leaving the station.
- Forms not properly filled in or illegible shall not be entertained.
- Choice is subject to availability.
- Passengers booked on single ticket may be upgraded to higher class if the upgraded class.
- Pregnant women travelling alone may carry a certificate from a Registered Medical Practitioner to be considered for special arrangement.

REQUISITION FORM

(Rev)

If you are a Medical Practitioner, Please Tick (✓) in Box (You could be of help in an Emergency)

If you want Sr. Citizen concession, please write YES/NO in box (If Yes, Please carry a proof of age during the journey to avoid inconvenience of penal charging under extant Railway Rules)

Do you want to be upgraded without any extra charge? Write YES/NO in the box (If this option is not exercised, full fare paying passengers may be upgraded automatically)

Train No. & Name: 20 Junnabadi Date of Journey: 22-1-2018 Class: TI AC

No. of Berths/Seats: 4 Station From: Secunderabad To: Guntur

Boarding at: _____ Reservation Upto: _____

S. No.	Name in Block Letters (not more than 15 Characters)	Gender MF	Age	Concession/ Travel Authority No.	Berth Choice Lower/ Upper*	Veg./Non.-Veg for Rajdhani, Shatabdi Exp. only
1.	A. SINDHU	F	18	-	TI AC	-
2.	Ch. MANASA	F	18	-	M.	-
3.	K. MANISHA	F	18	-	W	-
4.	P. VASANTHA	F	18	-	M	-
5.		F	18	-	W	-
6.						

Children below 5 years (For whom ticket is not to be issued)

S.No.	Name in Block Letters	Gender M/F	Age
1.	-	-	-
2.	-	-	-

Onward/Return Journey Details

Train No. & Name: 20 Junnabadi Date of Journey: 22-1-2018 Class: TI AC

No. of Berths/Seats: 4 Station From: Secunderabad To: Guntur

Name of Applicant: _____

Full Address: A. Sindhu _____ A. Sindhu

_____ Rangamopal _____ Signature of the Applicant/
_____ Vengalwada _____ Representative

Tel./Mob. No if any: 9010123091 Date: 25-1-2018 Time: 1:30

For Official Use Only

S. No. Requisition: _____ FNR No.: _____ Signature of

Berth/Seat No.: _____ Amount Collected: _____ Reservation Clerk

- Maximum permissible passengers are 8 per requisition.
- One person can give one requisition form at a time.
- Please check your ticket & balance amount before leaving the window.
- Forms not properly filled in or illegible shall not be entertained.
- Choice is subject to availability.
- Passengers booked on single ticket may not be upgraded or uprated according to the upgraded class.
- Pregnant women travelling alone may submit certificate from a Registered Medical Practitioner to be considered for lower berth according to the rule.

K. Mounika / B.Sc (NIP) I Year / 501

RESERVATION/CANCELLATION
REQUISITION FORM

Form 744 RET
(Rev)

If you are a Medical Practitioner, Please Tick (✓) in Box (You could be of help in an emergency)
 If you want Sr. Citizen concession, please write YES/NC in box (If Yes, Please carry a proof of age during the journey to avoid inconvenience of penal charging under extant Railway Rules)
 Do you want to be upgraded without any extra charge? Write YES/NO in the box (If this option is not exercised, full fare paying passengers may be upgraded automatically)

Train No. & Name: 12506/Janmabhadr Date of Journey: 23/01/2015 Class: CC
 No of Berths/Seats: 3 Station From: Secunderabad To: Nalgonda
 Boarding at: _____ Reservation Upto: _____

S. No.	Name in Block Letters (not more than 15 Characters)	Gender M/F	Age	Concession/Travel Authority No.	Berth Choice Lower/Upper*	Veg./Non-Veg for Rajdhani, Shatabdi Exp. only
1.	K. MOUNIKA	F	19		UB	
2.	A. MOUNIKA	F	19		UB	
3.	J. ASHWINI	F	19		UB	
4.						
5.						
6.						

Children below 5 years (For whom ticket is not to be issued)

S No.	Name in Block Letters	Gender M/F	Age
1.			
2.			

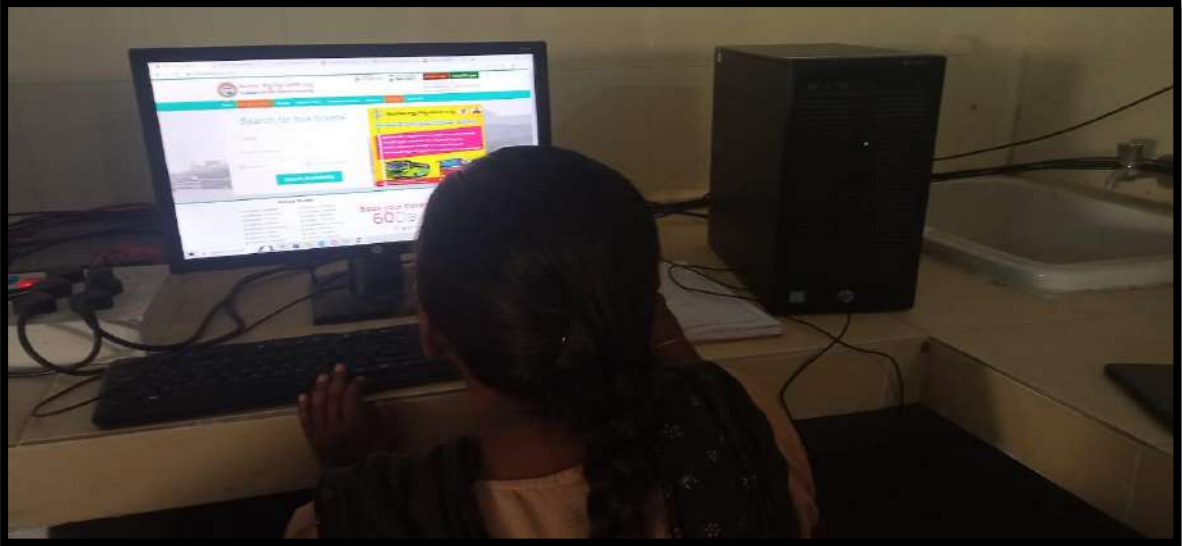
Onward/Return Journey Details

Train No. & Name: 12506/Janmabhadr Date of Journey: 23/01/2015 Class: CC
 No. of Berths/Seats: 3 Station From: Secunderabad To: Nalgonda
 Name of Applicant: K. Mounika
 Full Address: (Vid): Vanipakala (Mnd): Chityala (Dist): Nalgonda Signature of the Applicant/ Representative: K. Mounika
 Tel./Mob. No if any: 9912177565 Date: 23/01/2015 Time: 1:35 PM

For Official Use Only

S. No. Requisition: _____ PNR No.: _____ Signature of
 Berth/Seat No.: _____ Amount Collected: _____ Reservation Clerk

- Maximum permissible passengers are 8 per requisition.
- One person can give one requisition form at a time
- Please check your ticket & balance amount before leaving the window
- Forms not properly filled in or illegible shall not be entertained.
- Choice is subject to availability
- Passengers booked on single ticket may or may not get an automatic upgradation to the upgraded class.
- Pregnant women travelling alone may submit certificate from a Registered Medical Practitioner to be considered for lower berth priority or unreserved.



ONLINE RESERVATION -TSRTC



IRCTC -ONLINE

