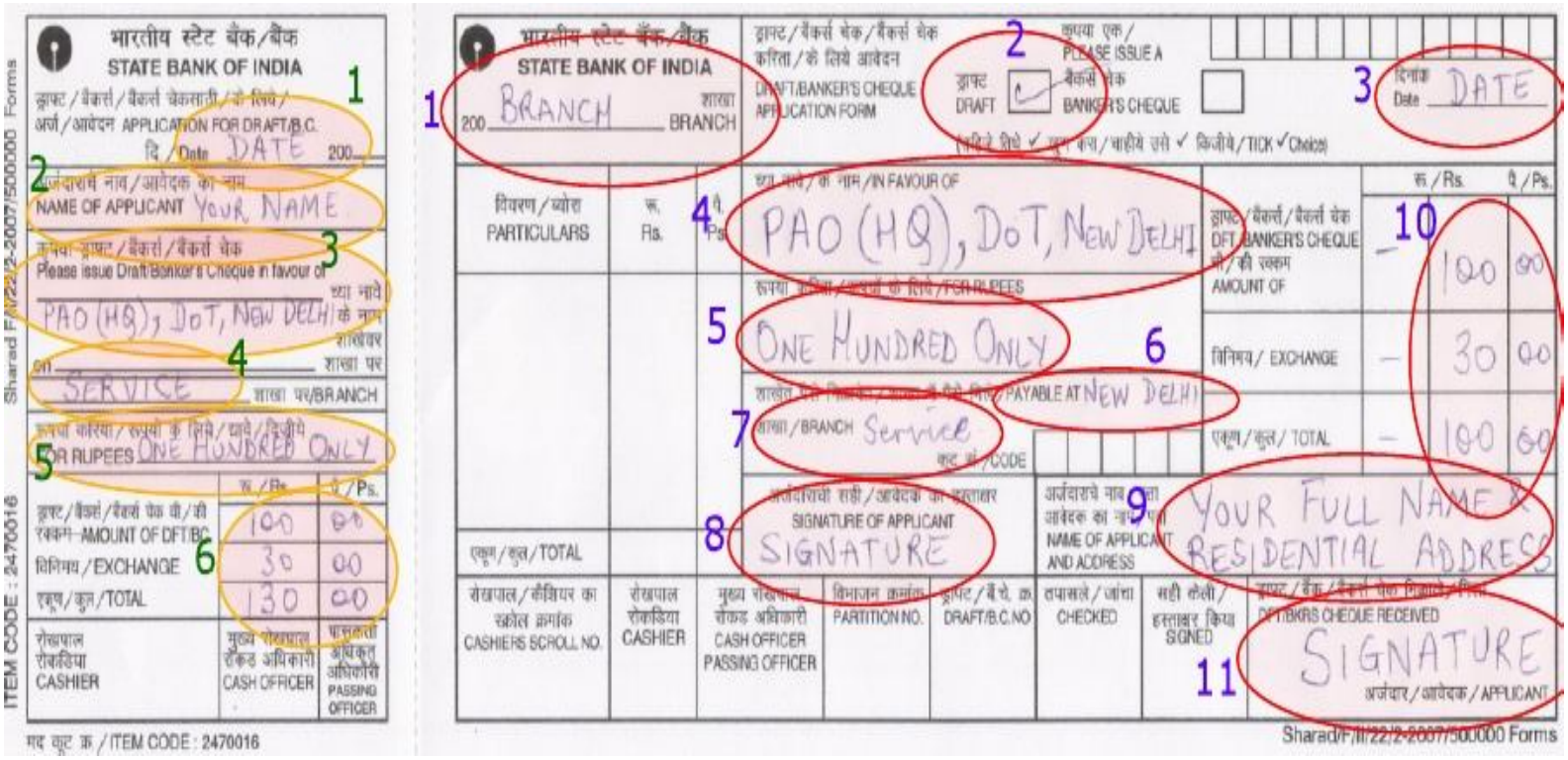

Main Form on Right side, circled in Red:

1. Name of the Branch you are currently applying to for the Demand Draft.
2. Put a tick mark on the Draft option to select it, since this is a dual form for Bankers Cheque too.
3. Write the current date.
4. As per WPC guidelines, the DD is to be made in favour of **"PAO (HQ), DoT, New Delhi"**
5. Fill in the amount (in words) for which you have to make the DD. For Grade I license it is Rs. 100 and for Grade II license it is Rs. 60. Please verify the amount as per current rules, before filling it in.
6. At the **"Payable At"** field, fill in **"New Delhi"**
7. At the "Payable At Branch" field, fill in **"Service"**
8. The applicants signature comes here.
9. Write down your Full Name and Residential address (preferably how it appears in your ASOC Application Form).
10. Fill in the Amount of DD (Either Rs. 60 / 100 as per requirement) and Fill in the Exchange / Commission Amount (Rs. 30 for amounts below 10,000 as per http://www.statebankofindia.com/user.htm). Total it up in the Total field.
11. Signature of the receiver comes here. You may sign here beforehand, except if another person will be collecting it on your behalf.

Fill in the Counter Foil on the Left side of the form, circled in Orange:

1. Write the current date.
2. Write down your Full Name as it appears on the main form.
3. As per WPC guidelines, the DD is to be made in favour of **"PAO (HQ), DoT, New Delhi"**
4. At the **"Payable At / Branch"** field, fill in **"Service Branch, New Delhi"**
5. Fill in the amount (in words) for which you have to make the DD. For Grade I license it is Rs. 100 and for Grade II license it is Rs. 60. Please verify the amount as per current rules, before filling it in.
6. Fill in the Amount of DD (Either Rs. 60 / 100 as per requirement) and Fill in the Exchange / Commission Amount (Rs. 30 for amounts below 10,000 as per http://www.statebankofindia.com/user.htm). Total it up in the Total field.