

**Date :**

To,  
The Director,  
UGC-Human Resource Development Centre,  
Savitribai Phule Pune University ,  
Pune 411007.

**Subject : Orientation Programme**

Reference : Your letter No. \_\_\_\_\_ dt. \_\_\_\_\_.

Sir,

This has reference to your above mentioned letter. I, hereby, confirm my participation in the aforesaid Orientation Programme. I am enclosing herewith a Bank Draft No. \_\_\_\_\_ dt. \_\_\_\_\_ for Rs.1000/- (Rupees One Thousand Only) drawn on the (Bank \_\_\_\_\_ and payable to the **Finance and Account Officer, Savitribai Phule Pune University, Pune.**

Yours faithfully,

**Signature :**

**Name and Address of Participant**

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Date : .....

To,  
The Director,  
UGC-Human Resource Development Centre,  
Savitribai Phule Pune University,  
Pune 411007.

**Subject : Relieving Order.**

Sir,

This has reference to your letter  
No.UGC/HRDC/OP/.....dt.....regarding the selection of  
Dr/Mr/Mrs.....for participation in the  
Orientation Programme organised by this Centre during the period  
from.....to.....

Dr/Mr/Mrs .....has been relieved  
on .....after office hours for attending the aforesaid orientation  
programme. Further, he/she will be treated 'on duty' during the course period.

Thanking you.

Yours faithfully,

**Signature of Principal of College / Head of Institute**

**Office Seal**

**(TO BE TYPED ON THE LETTER HEAD OF PRINCIPAL OF THE  
COLLEGE AND NEEDS TO BE SUBMITTED AT THE TIME OF  
REGISTRATION AT THE DEPARTMENT CONDUCTING ORIENTATION  
PROGRAMME)**