



APPLICATION FOR TRANSFER CERTIFICATE

TO BE FILED BY PARENTS

NAME OF THE STUDENT		ADMISSION NO.	
CLASS & SEC (STUDYING)		CATEGORY	
FATHER'S NAME		MOTHER'S NAME	
REASON FOR WITHDRAWAL			

DATE:

SIGNATURE OF FATHER & MOTHER (BOTH SIGN MANDATORY)

UNDERTAKING FOR REFUND OF CAUTION MONEY

- My wardwas a student of your school in class.....his/her caution money Rs.....may please be refunded.
- The original receipt for caution money is enclosed/has been lost and is not available.
- In case the original receipt is found later I will deposit the same in the school and will not use it for any other claim.

Cheque in favour of
(Father's / Mother's Name in Capital Letters)
According to the Bank Account

DATE:

SIGNATURE OF FATHER & MOTHER (BOTH SIGN MANDATORY)



TO BE FILLED BY CLASS TEACHER/DEPARTMENTAL INCHARGE

SUBJECTS :	
ADMISSION NO.	
DATE OF FIRST ADMISSION IN THE SCHOOL WITH CLASS	
DATE OF BIRTH	
CLASS IN WHICH THE PUPIL LAST STUDIED	
SCHOOL BOARD EXAMINATION LAST TAKEN WITH RESULT	
WHETHER FAILED IF SO, ONCE/TWICE IN THE SAME CLASS	
WHETHER QUALIFIED FOR PROMOTION TO THE HIGHER CLASS	
IF SO, TO WHICH CLASS	
FEE PAID UPTO	
TOTAL NO. OF WORKING DAYS	
TOTAL NO. OF WORKING DAYS PRESENT	
WHETHER NCC CADET/BOY SCOUT/GIRL GUIDE DETAILS	
GAMES PLAYED OR EXTRA CURRICULAR ACTIVITIES IN WHICH THE PUPIL USUALLY TOOK PART	
GENERAL CONDUCT	
ANY OTHER REMARK	

CLASS TEACHER'S SIGNATURE WITH DATE : _____

CLEARANCE FROM DEPARTMENTS

<u>LIBRARY</u>	
<u>SPORTS</u>	
<u>G SCIENCE</u>	
<u>ACCOUNTS (FEES PAID UPTO)</u>	
<u>TC ISSUED ON</u>	

PRINCIPAL'S SIGN : _____