

Appendix 'F'

(Refer to Article 0410 of
Chapter IV)

The Principal/ HM

TC Applied Date:

**TEMPLATE FOR APPLICATION FOR TRANSFER CERTIFICATE/ SCHOOL LEAVING
CERTIFICATE AND REFUND OF CAUTION DEPOSIT**

Dear Sir/Madam,

Please issue Transfer/School Leaving Certificate of my son/ daughter along with Caution Deposit. Necessary particulars are given below: -

1. Name of the Student: _____
2. Admission No: _____ Class: _____ Section: _____
3. Father's Name: _____
4. Mother's Name: _____
5. Date of Birth: _____
6. Nationality and Religion: _____ Mother Tongue _____
7. Whether SC/ST/OBC: _____
8. School dues paid up to: _____ (Enclose proof)
9. Reason for applying Transfer Certificate: _____
10. Date of leaving school: _____
11. Future Communication Address: _____
12. For Caution Deposit refund (Enclose proof of Bank details): _____
 - (a) Name as per Pass Book: _____
 - (b) Name of Bank: _____
 - (c) Account No: _____
 - (d) Branch Name: _____
 - (e) IFSC Code: _____

We here by certify that: -

- (a) I have cleared all dues/ paid all fee due to my son/ daughter/ wards as on date.
- (b) To best of my knowledge no dues are outstanding.
- (c) I shall pay any fee dues accruing to me subsequent to issue of TC for the period during which my son/daughter/wards has been in the school.

Thanking you,

(Parent/Guardian's Signature)
Name:-

Note: Parents on transfer submit Movement order while submitting TC Application and also submit a cancelled cheque at the time of collecting original TC

CLEARANCE TO BE OBTAINED FROM

- (a) Fee-in-Charge : _____
- (b) Librarian : _____
- (c) Physical Edu Dept : _____ (if applicable)
- (d) Computer Lab : _____ (if applicable)
- (e) Physics Lab : _____ (if applicable)
- (f) Chem Lab : _____ (if applicable)
- (g) Geography Lab : _____ (if applicable)
- (h) Bio Lab : _____ (if applicable)
- (j) NCC : _____ (if applicable)
- (k) Skill Lab : _____ (if applicable)
- (l) Accountant : _____
- (m) Office Superintendent : _____
- (n) Class Teacher/ : _____
- Last exam appeared by the student: _____
- (p) HM/Vice Principal/Principal : _____

13. Attendance as on date of signature : _____

