



## TRANSFER CERTIFICATE

T.C. No. ....

Admin. No. ....

Date : .....

Ref :

1. Name of the pupil (In Block Letters) : .....
2. Name of the Father / Guardian : .....
3. Sex, Nationality, Religion : .....
4. Whether the Candidate belongs to SC/ST/BC/MBC/OC : .....
5. Date of first admission in the School with Class : 

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 Class : .....
6. Date of birth (in Christian Era) according to Admission Register (in words) : 


 : .....
7. Class in which the pupil last studied (in figures) : .....
8. School / Board Annual examination last taken with result : .....
9. Whether failed, if so once / twice in the same class : .....
10. Subjects studied : 

1.	2.	3.
4.	5.	

 .....
11. Whether qualified for promotion to the higher class : .....
12. Month upto which the (pupil has paid) school dues paid : .....
13. Any fee concession availed: if so, the nature of concession : .....
14. Total No. of working days : .....
15. Total No. of working days present : .....
16. Whether NCC Cadet / Boy Scout / Girl Guide : .....
17. Games played or extra curricular activities in which the pupil usually took part (mention achievement level therein) : .....
18. General Conduct : .....
19. Date of application for Transfer Certificate : .....
20. Date of Issue of Transfer Certificate : .....
21. Reasons for leaving the school : .....
22. Any other remarks : .....

Signature of  
Class Teacher

Checked by  
(State full name and designation)

Principal