Application Form for Transfer Certificate

To, The Principal DPS ONGC, Nazira	Date:
Sub: Request to issue Transfer Certificate	for my ward,
	rently a student of Class Section/ Stream:
•	
Respected Sir,	
With due respect, I request you to kindly	issue the Transfer Certificate in respect of my ward
	who shall be passing
	(Session 2019-20) owing to the following
reason/s: (Kindly tick [] the appropria	ite reason)
1. Parental Transfer:	
Place of New Posting:	
2. Appeared in AISSCE 2020 (CLAS	SS XII):
3. Medical Reason:	
Nature of Illness:	
4. Any Other Reason:	
Specific Reason:	
Thanking you,	
Yours faithfully,	
Sign. with Date	
Name of Parent:	
Current Address of Parent:	
Contact No:	
Email-Id	



DELHI PUBLIC SCHOOL ONGC, NAZIRA [School No. 35121]

Sl.No.: TC/2019-20/

Date of issue.:

FORM FOR NO DUES & TRANSFER CERTIFICATE	-A
I, Shri/Smtfather/mother of Master/Miss	
Admn. no	
your office to issue a Transfer Certificate in respect of my ward after the verification of the dues (i	
any) from the respective departments. The reason for the application is due to my/my child's new	
posting/transfer/shifting to	
I have / have not received the Fee Booklet from school for the session 2020-21. Fee Booklet issue	
	a
(if any, for the session 2020-21): No	
I also understand that:	
• I-Card and Bus Pass (if any) need to be submitted while collecting the TC.	
• TC will be issued only after two weeks from the date of submission of this application.	
• The TC will contain the information furnished/submitted at the time of admission/authentic	
document(s) found in the school records only.	10.00
• There is no provision of issuing duplicate TC.	
Category to which I belong: GEN SC ST OBC	
My present address for correspondence:	
R/O (Postal Address, if any/Permanent Address)	
** Mobile E-mail ID:	
(Signature of the Parent) Date of Submission	, al 1600
CHN SC St Company	
TO BE FILLED IN BY THE PARENT AT THE TIME OF RECEIVING THE TRANSFER CERTIFICATE	ing in
Date of Receipt of TC:	
Application submitted for Caution Money Any other Document received	
Parent's Name:	
(Signature of the Parent) Mb.No	anii)
T) affle statestic	Car II
ADMINISTRATIVE OFFICE	
Whether the NOMINAL ROLL of the student is forwarded to the DEO, Govt. of Assam: Yes No	
Whether the DOSSIER of the student is forwarded to the CBSE/DPSS: Yes No	
Admn. no.:	
Signature of Office Incharge:	, satu

(For Office Use Only) NO DUE CERTIFICATE

Depar	tment	Yes	No	If yes, Item/s & Nature of Due/s	Date	Teacher's Sign.	Amount to be realised
Lib	rary						
Acco	ounts			The second secon	2017	COLUMN TO SE	633
Com	puter		H & A C				
Spo	orts						Smith
Art/C	Craft						
Music/	Dance	grieny	dila	1262 1 05 2 1 0 5 2 6 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5			
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Science	Chem			7 9 77		78	automotivas Avalla
	Bio	slolo	E si	erous or the spring 2030-23,			
Sick room	m/Clinic			paid	- QF	2(12,-0202)	MARKET SITE IN
						Total -	decitant base

TO BE DULY FILLED IN BY THE CLASS TEACHER (CT) Session: 2019-20 / 2020-21

Activities

Student's Profile

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SC ST	OBC S	ex: Male Female
es IX/X/XI/XII):		
er promoted to the higher	class (Mention the class	3):
Attendanc	e (% age)	
	(10 480)	Annual Paris
Da	te Signati	are of the CT
		ure of the CT
nded: Fee Booklet issued (Yes/No) If Yes, no.	date of issue
nded: Fee Booklet issued (ec Attendance	Yes/No) If Yes, no.	date of issue
nded: Fee Booklet issued (ec Attendance	Yes/No) If Yes, no.	andance (% age)
	SC ST upto Class VIII (Sanskrier promoted to the higher	SC ST OBC Solution State of the higher class (Mention the class Attendance (% age)

Application form for Caution Money Refund

The Principal DPS ONGC, Nazira Sub: Caution Money refund in respect of my ward Master/ Miss ____ passed Class _____ Section/ Stream ____ (2019-20) Respected Sir, With due respect I would like to inform you that I am on transfer/ my ward appeared in AISSCE 2020 and have received / applied for the Transfer Certificate in respect of my ward Master/Miss who passed Class & Section/ Stream ____(2019-20). His/Her Transfer Certificate No is ______ Book No. _____ issued on _____. A photocopy of Bank Passbook/Cancelled Cheque is enclosed herewith for my Bank details wherein the Caution Money is to be transferred. Thanking you, Yours faithfully, Sign. with date ____ Name Address Contact No.: Email-Id.: