

Application Form for Transfer Certificate

To,
The Principal
DPS ONGC, Nazira

Date: _____

Sub: Request to issue Transfer Certificate for my ward _____,

Admn. No. :- _____ currently 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 Master/Miss _____ who shall be passing Class _____ Section/ Stream: _____ (Session 2019-20) owing to the following reason/s: (Kindly tick [✓] the appropriate reason)

1. Parental Transfer:

Place of New Posting: _____

2. Appeared in AISSCE 2020 (CLASS 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

I, Shri/Smt. father/mother of Master/Miss

Admn. no. of Class Sec (Session: 2019-20 / 2020-21) hereby request your office to issue a Transfer Certificate in respect of my ward after the verification of the dues (if any) from the respective departments. The reason for the application is due to my/my child's new posting/transfer/shifting to w.e.f.

I have / have not received the Fee Booklet from school for the session 2020-21. Fee Booklet issued (if any, for the session 2020-21): No. date

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.
- **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) Ph: STD /

** Mobile E-mail ID:

(Signature of the Parent)

Date of Submission.....

TO BE FILLED IN BY THE PARENT AT THE TIME OF RECEIVING THE TRANSFER CERTIFICATE

Date of Receipt of TC: TC No. Book No. Date of issue.....

Application submitted for Caution Money Any other Document received

Parent's Name:

(Signature of the Parent)

Mb.No.

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.: Date of Admission: Amount of Caution Money deposited:

Levy Charged: Transport due (if any):

Signature of Office Incharge:

Date:

Application form for Caution Money Refund

The Principal
DPS ONGC, Nazira

Sub: Caution Money refund in respect of my ward Master/ Miss _____ who
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.: _____