

## 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 2018-19) owing to the following reason/s:  
(Kindly tick [✓] the appropriate reason)

1. Parental Transfer: .....  
Place of New Posting: .....
2. Appeared in AISSCE 2019: .....
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. : .....





**FORM FOR NO DUES & TRANSFER CERTIFICATE**

I, Shri/Smt. .... father/mother of Master/Miss .....  
Admn. no. .... of Class ..... Sec ..... (Session: 2018-19 / 2019-20) 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 2019-20. Fee Booklet issued  
(if any, for the session 2019-20): No. .... date .....

I also understand that:

- **I-Card** and **Bus Pass** (if any) need to be submitted while collecting the TC.
- T.C. 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.
- The school will not be responsible for getting the TC countersigned from the DEO/CBSE Regional Office/SI.
- 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
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Whether the **DOSSIER** of the student is forwarded to the **CBSE/DPSS**:

Yes	No
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Admn. no.: ..... Date of Admission: ..... Amount of Caution Money deposited: .....

Levy Charged: ..... Transport due (if any): .....

Signature of Office Incharge: .....

Date: .....





**(For Office Use Only)**

**NO DUE CERTIFICATE**

Department	Yes	No	If yes, Item/s & Nature of Due/s	Date	Teacher's Sign.	Amount to be realised
Library						
Accounts						
Computer						
Sports						
Art/Craft						
Music/Dance						
Maths. Lab.						
Transport						
Science	Phy					
	Chem					
	Bio					
Sick room/Clinic						
					Total →	

**TO BE DULY FILLED IN BY THE CLASS TEACHER (CT) Session: 2018-19 / 2019-20**

Activities	Student's Profile		
	Good	Very Good	Excellent
Sports			
Cultural			
Literary			
Art & Craft			
Discipline			
Others			

(Please mention here, if there is any special achievement) • Emergency Card is enclosed: Yes  No

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.....

Student's Name  Class..... Sec.....

(in Block letters)

Category: GEN  SC  ST  OBC  Sex: Male  Female

Subject studied (For Classes IX/X/XI/XII): .....

Third Language studied upto Class VIII (Sanskrit / Assamese): .....

**Session: 2018-19** Whether promoted to the higher class (Mention the class): .....

Attendance ..... Attendance (% age) .....

CT's Name..... Date ..... Signature of the CT.....

**Session 2019-20, if attended:** Fee Booklet issued (Yes/No) ..... If Yes, no. .... date of issue.....

Class ..... Sec. .... Attendance ..... Attendance (% age) .....

Subject studied (For Classes IX/X/XI/XII): .....

Third Language studied upto Class VIII (Sanskrit / Assamese): .....

CT's Name..... Date..... Signature of the CT.....



**Application form for Caution Money Refund**

The Principal  
DPS ONGC, Nazira

Sub: Caution Money refund in respected of my ward Master/ Miss .....  
passed class ..... (2018-19)

Respected Sir,

With due respect I would like to inform you that I am on transfer/ my ward appeared in AISSCE 2019 and have received / applied for the Transfer Certificate in respect of my ward Master/Miss .....passed class & section/ stream .....(2018-19).

His/Her Transfer Certificate No is ..... Book No. ....issued on .....

Bank details for the Caution Money are as follows: **(Don't over write)**

1. Account Holder's Name (**Capital Letters**): .....
2. Account No. : .....
3. Name of the Bank : .....
4. Name of the Branch : .....
5. IFSC Code No. : .....

Thanking you,

Yours faithfully,

(Sign. with date.....

Name.....

Address.....

Contact No.....

Emal Id. : .....

