

TRANSFER CERTIFICATE

Book No..... Sl. No..... Admission No.....

1. Name of Pupil.....
2. Mother's Name.....
3. Father's / Guardian's Name.....
4. Nationality.....
5. Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC.....
6. Date of first admission in the school with class.....
7. Date of Birth (in Christian Era) according to Admission Register.
(In figures).....(In Words).....
8. Class in which the pupil last studied (in figures).....(in words).....
9. School /Board Annual Examination last taken with result.....
10. Whether failed, if so once/twice in the same class.....
11. Subject Studied: 1.....2.....3.....4.....5.....6.....
12. Whether qualified for promotion to the higher class.....
If so to which class (In figures).....(In words).....
13. Month upto which the pupil has paid school dues
14. Any fee concession availed of : if so, the nature of such concession.....
15. Total No. of working days in the academic session.....
16. Total No. of working days present in the School.....
17. Whether NCC Cadet/Boy Scout/ Girl Guide (details may be given).....
18. Games played or extra curricular activities in which the pupil usually took part...
(Mention achievement level there in).....
19. General Conduct.....
20. Date of Application for Certificate.....
21. Date of issue of certificate.....
22. Reasons for leaving the school.....
23. Any other Remarks.....

Signature of
Class teacher

Checked by
(with full name and designation)

Signature of Principal
with Seal and Date