



# DELHI PUBLIC SCHOOL ONGC, NAZIRA

[School No. 35121; UDISE No.: 18160602906; Affiliation No.: 230033]

SI No.: TC/2023-24

Date of issue:

## FORM FOR NO DUES & TRANSFER CERTIFICATE

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

Admn. No..... of class.....Sec.....(Session:2023-24/2024-25) 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 2023-24. Fee Booklet issued (if any, for the session 2023-24): 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.....

(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)

### **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:.....

**(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 released
Library						
Accounts						
Computer						
Sports						
Art/Craft						
Music/Dance						
Maths. Lab						
Transport						
Science	Phy					
	Chem					
	Bio					
Sick room/Infirmary						
					Total →	

**TO BE DULY FILLED IN BY THE CLASS TEACHER (CT) Session: 2023-24/2024-25**

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

.....

Student's Name (In Block letters).....

Class..... Sec.....

Category: GEN     SC     ST     OBC     Sex: Male     Female

Subject studied (for Classes IX/XI/XII):.....

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

Whether NCC Cadet [Mention category (JW/SW)]:.....

**Session: 2023-24** Whether promoted to the higher class (Mention the class):.....

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

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

**Session 2024-25** if attended: Fee Booklet issued (Yes/no)..... If Yes, no..... date of issue.....

Class..... sec..... Attendance..... Attendance (% age).....

Subject studied (for Classes IX/XI/XII):.....

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

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

## 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 2023-24) owing to the following reason/s: (Kindly tick [  ] the appropriate reason)

1. Parental Transfer:

Place of New Posting: \_\_\_\_\_

2. Appeared in AISSCE 2024 (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.: \_\_\_\_\_

## 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** \_\_\_\_\_ (2023-24)

Respected Sir,

With due respect I would like to inform you that **I am on transfer/ my ward appeared in AISSCE 2024** and have received / applied for the Transfer Certificate in respect of my ward Master/Miss \_\_\_\_\_ who passed **Class** \_\_\_\_\_ **&Section/ Stream** \_\_\_\_\_ (2023-24).

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.: \_\_\_\_\_

Note: 1. Please fill up the Form in capital Letters.

2. Please fill in all entries of the form completely. Incomplete forms will not be accepted.