



DELHI PUBLIC SCHOOL ONGC, NAZIRA

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

SI No.: TC/2025-26

Date of issue:

FORM FOR NO DUES & TRANSFER CERTIFICATE

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

Admn. No..... of class.....Sec.....(Session:2025-26/2026-27) 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 2025-26. Fee Booklet issued (if any, for the session 2025-26): 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)

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:.....

(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: 2025-26/2026-27

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

(Please mention here, if there is any special achievement)

.....

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: 2025-26 Whether promoted to the higher class (Mention the class):.....

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

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

Session 2026-27 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 2025-26) owing to the following reason/s: (Kindly tick [☒] the appropriate reason)

1. Parental Transfer: ☐

Place of New Posting: _____

2. Appeared in AISSCE 2026 (**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** _____ (2025-26)

Respected Sir,

With due respect I would like to inform you that **I am on transfer/ my ward appeared in AISSCE 2026** and have received / applied for the Transfer Certificate in respect of my ward Master/Miss _____ who
passed **Class** _____ & **Section/ Stream** _____ (2025-26).

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

A photocopy of **Bank Passbook/Cancelled Cheque (preferably SBI)** 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.