

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 2021-22) owing to the
following reason/s: (Kindly tick [✓] the appropriate reason)

1. Parental Transfer:

Place of New Posting: _____

2. Appeared in AISSCE 2022 (CLASS XII):

3. Appeared in AISSE 2022 (CLASS X):

4. Medical Reason:

Nature of Illness: _____

5. 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; UDISE No.: 18160602906; affiliation No.: 230033]

Sl.No.: TC/2021-22/

Date of issue:

FORM FOR NO DUES & TRANSFER CERTIFICATE

I, Shri/Smt. father/mother of Master/Miss
Admn. no. of Class Sec (Session: 2021-22 / 2022-23) 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 2022-23. Fee Booklet issued (if any, for the session 2022-23): 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/DEO/IS/DPSS**:

No Yes

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: 2021-22 / 2022-23

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/X/XI/XII):

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

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

Session: 2022-23 Whether promoted to the higher class (Mention the class):

Attendance Attendance (% age)

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

Session 2022-23, 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 respect of my withdrawl of ward Master/ Miss
_____ who passed Class _____ Section/ Stream _____ (2022-
23)

Respected Sir,

With due respect I would like to inform you that **I am on transfer/ my ward appeared in AISSE/ AISSCE 2022** and have received / applied for the Transfer Certificate in respect of my ward
Master/Miss _____ who
passed Class _____ & Section/ Stream _____ (2022-23).

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.: _____