Chinar Public School

APPLICATION FOR TRANSFER CERTIFICATE

(Preparation of TC shall take at least 3 working days)

The Principal
I wish to inform you that I shall be withdrawing my child.
Name :._____ Class : _____ Adm. No. :_____
Reason for withdrawal :._____
Please arrange to issue the refund cheque in the name of father/mother_____
I will clear all the dues if any.

Category: GEN/SC/ST/OBC (Enclose document/proof)
Date :_____

Signature of Parent   **Signature of Principal**

For Office Use Only

Date of Birth: _____

Father's Name: _____   Mother's Name: _____
Admission Date: _____   Admitted to Class: _____
Total Number of working days _____   Total Number of working days present _____
Date last attended School _____

DUES :	AMOUNT (IN Rs.)		INCHARGE INITIALS
	Dr.	Cr.	
Library (Student ID Card)	_____	_____	_____
Laboratory	_____	_____	_____
Fees	_____	_____	_____
Others	_____	_____	_____
Security Deposits	_____	_____	_____
Net Amount Payable/ Receivable	_____	_____	_____

I here by declare that all above information is correct. Please hand over the TC to the concerned parent.
(PR Card _____)

                                                                                                PRINCIPAL

ACCOUNTS DEPARTMENT: -
Refund Cheque No. _____ Date _____ Amount _____
TC Serial Number. _____ Date _____
Date of TC acknowledge by the Parents _____

TRANSPORT DEPARTMENT: -
Transport Incharge
(for route updation)   Date: _____   Sign: _____

FRONT OFFICE: -
School app updation   Date: _____   Sign: _____
TC Upload on School Website   Date: _____   Sign: _____
MS TEAM updation   Date: _____   Sign: _____
SR REGISTER SERIAL NO.   _____

CLASS TEACHER: -
Attendance Register Updation   Date: _____   Sign: _____
BACK OFFICE: -
PR Card Generated on   Date: _____   Sign: _____