

ARMY PUBLIC SCHOOL, DHAULA KUAN, NEW DELHI - 10
REQUEST/REQUISITION FOR ISSUE OF TRANSFER CERTIFICATE

Admission No : _____ Class : _____ Section : _____
 Transfer Certificate required on _____

1. Bank details for refund of security deposit etc by the school (please attach cancelled cheque)

(a) Name of the account holder (in block letter) : _____
 (b) Name of the Bank & Branch : _____
 (c) Account No : _____
 (d) Bank IFSC Code No : _____ (e) MIRC Code No : _____

2. Transfer certificate may please be issued to my ward, as per the details given below :-

(a) Name of Student : _____
 (b) Father's Name : _____
 (c) Mother's Name : _____
 (d) Reason for withdrawal of Transfer Certificate : _____
 (e) Next / New address, for further correspondence _____
 _____ Contact No _____

3. I hereby submit no dues /clearance certificate from the concerned staff.

Date : _____ Signature _____
 Name _____

CLEARANCE CERTIFICATE FOR ISSUE OF TRANSFER CERTIFICATE : (T.C. required on _____)

4. This is to certify that there is nothing outstanding against the above named student :-

(a) Class Teacher (to include the following)-

(i) Last date of attendance : _____
 (ii) Total Working days : _____ (iii) Present days _____
 (iv) Subjects Taken : _____
 (v) Whether failed in the same class, if yes, mention once or twice : _____

Signature of class teacher with date _____

(b) Librarian (for students of class 3rd and above) _____
 (c) Sports i/c (for students of class 8th and above) _____
 (d) NCC i/c (for students of class 8th and above) (pl mention, if the student has NCC, with duration)

(e) Fee in-charge (to include the following)-

Fee paid upto	Covered under Vidyarthi Suraksha Kavach upto	Receiving CEB claim (Yes/No)	Signature with date

(f) Hostel Warden/Hostel Supdt (for hostellers only) : _____

RECEIPT

5. Received from the Principal, Army Public School, Dhaula Kuan, New Delhi, the sum of Rs _____ (Rupees _____) on account of refund of security deposit and other excess payment (as shown below) made by me for my ward/child _____ of class _____
 Section _____ vide cheque No _____ dated _____ / NEFT :-

(a) Security Deposit : Rs _____
 (b) _____ : Rs _____
 (c) _____ : Rs _____
 (d) _____ : Rs _____
 (e) _____ : Rs _____
 (f) _____ : Rs _____

Signature (Pre-receipt)
 Name in block letters) _____