



DELHI PUBLIC SCHOOL PATNA

Transfer Certificate Application

STUDENT'S PARTICULARS
(In BLOCK Letters)

Date

Name

Class Section Admission Number – –

Father's/Guardian's Name.....

Address for future communication

Phone Number (R) (O)

Mobile Number E-mail ID

REASON FOR APPLICATION Parent's transfer to another city Shifted to other local school Any other reason
(Please specify below)

REFUND - Please adjust any dues that stand in my ward's name against the Security Deposit/Refundable Amount. Balance, if any, may be refunded by crediting the account, details of which are given below.

Account Holder's Name A/c No.....

Bank Name Type of A/c.....

Branch Address IFS Code.....

Signature of Father..... Signature of Mother.....

FOR OFFICE USE ONLY

TC Application received on by..... Initials of PA/EA to Head of the School

S. No.	Section	Remarks	Initials
1	CLASS TEACHER Last Date of Attendance (DD MM YYYY) <input type="text"/> <input type="text"/> – <input type="text"/> <input type="text"/> – <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Attendance verified from attendance register	
2	RESOURCE CENTRE <input type="checkbox"/> No Dues <input type="checkbox"/> Dues, If any Title Accession Number Issued on Price	
3	ACCOUNTS DEPARTMENT Refund Details Security Deposit Add: AMC (.....)* Add: Education Fee (.....)* Add: Transport Fee (.....)* Total Refundable Amount Less: Dues, if any Net Amount	Signature of Accountant Date

T.C. may be issued Yes No

Signature of Head of the School

Date

* The bracket shall indicate quarter/ month, as applicable

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PART-I [Checklist for PA/EA to Head of the School]

1. Transfer Certificate No. Issued on
2. T.C. handed over to parent/authorised person on
3. Name of the recipient Signature Date
4. Security Deposit Refund (if applicable) request sent to Accounts Department on
5. Details, if teacher's ward

PART-II [Checklist for Accounts Department]

1. Security Deposit Refund voucher sent to K.C. on
2. Name removed from NACH data on by
3. Check security deposit if teacher's ward

PART-III [Final Checklist]

1. Amendments done in NACH data on by
2. Amendments done in ERP data on by
3. Amendments done in Email/SMS on by
4. Amendments in bus register/ERP transport module on by
5. List of documents handed over to the Parent/Guardian:
 - Transfer Certificate Yes No
 - Class Photograph (if not already received) Yes No
 - Copy of latest Orbit (if available, and if not given) Yes No
 - Recommendation Letter Yes No
 - CBSE Marksheet Yes No
 - Migration Certificate (in case of Class X & XII) Yes No
 - Character Certificate/Bonafide Certificate Yes No
 - Letter from Principal for Endorsement of T.C. by District Education Office Yes No
 - Medical Records..... Yes No

This document is being sent today in the personal file of the student on

Date _____

Signature of PA/EA to Head of the School _____