

FORMAT OF TRANSFER CERTIFICATE

Book No..... SI. No. Admission No.

- 1. Name of Pupil
- 2. Fathers/Guardian's Name
- 3. Nationality.....
- 4. Whether the candidate belongs to Schedule Caste or Schedule Tribe.....
- 5. Date of first admission in the School with class.....
- 6. Date of birth (in Christian Era) according to Admission Register
(in figures).....(in words).....
- 7. Class in which the pupil last studied (in figures).....(in words).....
- 8. School/Board Annual examination last taken with result.....
- 9. Whether failed, if so once/twice in the same class.....
- 10. Subjects Studied : 1.....2.....3.....4.....5.....
- 11. Whether qualified for promotion to the higher class.....
If so, to which class (in fig.).....(in words).....
- 12. Month upto which the (pupil has paid) school dues paid.....
- 13. Any fee concession availed of : if so, the nature of such concession.....
- 14. Total No. of working days.....
- 15. Total No. of working days present.....
- 16. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given)
- 17. Games played or extra curricular activities in which the pupil usually took part
(mention achievement level therein).....
- 18. General conduct.....
- 19. Date of application for certificate
- 20. Date of issue of certificate
- 21. Reasons for leaving the school
- 22. Any other remarks.....

Signature of
Class Teacher

Checked by
(state full name and designation)

Principal
SEAL