



DELHI PUBLIC SCHOOL, Gaya, Bihar

Application for Issue of Transfer Certificate / School Leaving Certificate:

Transfer Certificate

School Leaving Certificate

Student's Particulars :

1. Name :

2. Date of Birth : Gender :

3. Class : Section : Admission No. :

4. Date of Admission : Admission taken in the Class :

5. Mother's Name :

6. Father's Name :

7. Present Address :

8. Category (if any) : 1. SC 2. ST 3. OBC 4. Other

9. Contact No. :

10. Fees Paid till the month of :

11. Subjects Studies : 1. 2. 3.

(For the Classes IX – XII) 4. 5. 6.

12. Achievement in Co-scholastic / other Co-Curricular activities / Sports & Game activities :

(Enclosed the photo-copies of the certificates.)

13. Reason for Application :

14. Please adjust any fee / fine that stands in my ward's name against the security deposit. Balance, if any, may be refunded to me through Cheque/D.D./through self-addressed envelope attached. Name in whose favour cheque is to be made :(in BLOCK letter)

Rs. 150/- towards issue of T.C. / SLC

Signature of the Student

Signature of the Parent

For Office Use only

Action taken report vis-à-vis T.C. No. (if required.)

Last Date of Attendance : Total No. of Working Days :

Section	Name	Remark	Authorised Signatory Signature
a. Class Teacher			
b. Library Dues		Accession No. : Title / Price :	
c. House Warden			
d. Physical Education			
e. Science Lab. Dues			
f. Accounts			
g. Misc. Dues			
<input type="checkbox"/> T.C. / <input type="checkbox"/> S.L.C. may be issued			
<input type="checkbox"/> T.C. / <input type="checkbox"/> S.L.C. may not be issued		Date :	PRINCIPAL