



Sr. No.: **TRANSFER CERTIFICATE**

- Book No. Sl. No. Admission No.
1. Name of pupil
 2. Father's / Guardian's Name
 3. Nationality
 4. Whether the candidate belongs to Scheduled Caste or Scheduled 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. Religion and caste
 8. Class in which the pupil last studied (in figures) (in words)
 9. School / Board Annual examination last taken with result
 10. Whether failed, if so once / twice in the same class
 11. Subjects Studied : 1. 2. 3.
4. 5.
 12. Whether qualified for promotion to the higher class
 - if so, to which class (in fig) (in words)
 13. Month upto which the (pupil has paid) school dues paid
 14. Any fee concession availed of : if so, the nature of such concession
 15. Total No. of working days
 16. Total No. of working days present
 17. Whether NCC Cadet / Boy Scout / Girls Guid (details may be given)
.....
 18. Games played or extra curricular activities in which the pupil usually took part
(mention achievement level therein)
 19. General Conduct
 20. Date of application for Certificate
 21. Date of issue of Certificate
 22. Reason for leaving the school
 23. Any other remarks ?

Signature of Class Teacher

Checked by
(State full name and designation)

Principal
Seal

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