



DELHI PUBLIC SCHOOL

TRANSFER CERTIFICATE APPLICATION

DATE.....

STUDENT'S PARTICULARS

Name

Class Section Admission Number

Father's/Guardian's Name

Address for future communication

.....

Phone Number (R) (O)

Mobile Number E-mail

REASON FOR APPLICATION

.....

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SECURITY DEPOSIT REFUND

Please adjust any fees/fine that stands in my ward's name against Security Deposit. Balance, if any, may be refunded to me through Cheque/DD/Pay Order through self-addressed envelop attached.

Signature of Parent

FOR OFFICE USE ONLY

Action Taken Report vis-à-vis T.C.

Last Date of Attendance

Initials of PA to Principal

Section	Name	Remarks	Initials
1. Class Teacher			
2. Library Dues		Title	
		Accession No.	
		Price	
		Issued on:	
3. H & PE		Item Price	
4. Accounts		Education Fee Paid Up to	
		Transport Fee Paid Up to	
		Fine, if any	
5. Lab Dues			
6. Misc. Dues			

T.C. may be issued

T.C. may not be issued

Principal's Signature

Date

FOR OFFICE USE ONLY

PART-I [Checklist for Principal's PA]

1. T.C. issued on.....T.C. No.
2. T.C. handed over to parent/autorised person on
3. Signature of the recipient Date
4. Security Deposit Refund request sent to A/c Dept. on.....

PART-II [Checklist for A/c Dept.]

1. Security Deposit Refund voucher sent to K.C. on
2. Cheque/DD for Security Deposit Refund received from K.C. on
3. Cheque/DD for Security Deposit Refund sent to parent on
vide Consignment Note No.

PART-III

1. Amendments done in ECS data by..... on.....
2. Amendments done in Quick School data byon
3. Amendments done in Attendance Register by..... on.....
4. Amendments done in Bus Register by..... on.....
5. List of documents handed over to the Parent/ Guardian:
 - (a) TCYes No
 - (b) Class Photograph (if not already received)Yes No
 - (c) Copy of latest Orbit (if available, and if not given)Yes No
 - (d) Recommendation Letter.....Yes No
 - (e) All Medical RecordsYes No
 - (f) Migration Certificate (in case of Class X & XII)Yes No
 - (g) Cheque/DD towards Security Deposit Refund (with covering letter)Yes No
 - (h) Letter from Principal for Endorsement of TC by Dist. Education OfficeYes No

This document is being sent today, i.e., on to the personal file of

Date _____

Signature of Principal's P.A. _____