

REQUEST FOR ISSUE OF TRANSFER CERTIFICATE AND SECURITY AMOUNT

1. The under mentioned child is studying in your school

Name in Capital Letters	Class	Section	Session	Sex (Male/Female)

2. Please Issue the TC and refund the Security Amount by..... (Date)

3. Necessary particulars of the student are given below :-

- i) Name of Mother in (Block Letters).....
 - ii) Name of Father (With Rank) in (Block Letters).....
 - iii) Reasons for leaving school.....
(Posting/Retirement/Admission to other Institution/Own request etc.)
 - iv) Address (Office)
(Res)
Tele No ArmyCivil.....Mobile No.....
4. a) Rank held at the time of admission.....
b) Rank held at present

DOCUMENTS REQUIRED (TO BE ATTACHED ALONGWITH APPLN FORM):-

- (i) Last Term Result copy.
- (ii) Current quarter's fee slip copy.
- (iii) Cancelled Cheque of Account holder for refunds of security amount etc.

DETAILS REQUIRED FOR SECURITY REFUND BY PARENT :

I prefer to get my ward's security refund through TRGS/NEFT. I submit the details of my account and bank as under/
I submit a copy of the title page of Saving Bank Acct Pass Book/A cancelled cheque :

NAME OF THE INDIVIDUAL/ACCOUNT HOLDER :.....
NAME OF THE BANK :.....
LOCATION OF THE BANK :.....
LOCATION OF THE BRANCH :.....
BANK ACCOUNT NO :
BANKS IFSC CODE :

Dated :.....

(Signature of Parent/Guardian)

(FOR OFFICE USE ONLY)

<p>1. Adm No..... 2. Date of Birth..... 3. Date of Adm..... 4. Fee paid upto..... 5. Annual Charges paid upto..... 6. TC No. Prepared by.....Checked by.....H/C</p>	<p>Clearance :- from VI TO XII</p> <p>1. Librarian.....</p>
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5. Recommended TC(s) be issued and Security & Other Charges to be refunded as per school rules.

Date :.....

(Signature Vice Principal/Headmistress)

Approved as per school rules.

Date :.....

(Signature Principal)

