

## **TRANSFER CERTIFICATE**

Affiliation No : \_\_\_\_\_ School Code : \_\_\_\_\_  
Book No. : \_\_\_\_\_ S.I. No. : \_\_\_\_\_  
Admission No. : \_\_\_\_\_

- 1 Name of Pupil : \_\_\_\_\_
- 2 Mother's Name : \_\_\_\_\_
- 3 Father's/Gardian's Name : \_\_\_\_\_
- 4 Date of birth (in christian Era) according to Admission &Withdrawal Register  
(in figure) \_\_\_\_\_ (in words) \_\_\_\_\_
- 5 Nationality : \_\_\_\_\_
- 6 Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC : \_\_\_\_\_
- 7 Date of first Admission in the School with class : \_\_\_\_\_
- 8 Class in which 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 Subject Studied 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_
- 12 Whether qualified for promotion to the higher class **:DISCONTINUE**  
If so, to which class (in fig.) \_\_\_\_\_ (in words) \_\_\_\_\_
- 13 Month upto which the pupil has paid school dues : \_\_\_\_\_
- 14 Any fee concession availed of. If so, the nature of such concession : \_\_\_\_\_
- 15 Total No. of working days in the academic session : \_\_\_\_\_
- 16 Total No. of working days pupil present in the school : \_\_\_\_\_
- 17 Whether NCC Cadet Boy Scout/Girl Guide (details may be given ) : \_\_\_\_\_
- 18 Games played or extracurricular 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 Reasons for leaving the school \_\_\_\_\_
- 23 Any other remarks \_\_\_\_\_ - \_\_\_\_\_

**Prepared by**  
(with full name & desig.)

**Checked by**  
(with full name & desig.)

**Signature of**  
**class teacher**

**Signature of**  
**Principal**