



# DELHI PUBLIC SCHOOL PUNE

## Transfer Certificate Application

STUDENT'S PARTICULARS  
(In BLOCK Letters)

Date .....

Name .....

Class ..... Section ..... Admission Number   -     -

Father's/Guardian's Name.....

Address for future communication .....

Phone Number (R) ..... (O) .....

Mobile Number ..... E-mail ID .....

REASON FOR APPLICATION  Parent's transfer to another city  Shifted to other local school  Any other reason  
(Please specify below)

**REFUND** - Please adjust any dues that stand in my ward's name against the Security Deposit/Refundable Amount. Balance, if any, may be refunded by crediting the account, details of which are given below.

Account Holder's Name ..... A/c No.....

Bank Name ..... Type of A/c.....

Branch Address ..... IFS Code.....

Signature of Father..... Signature of Mother.....

### FOR OFFICE USE ONLY

TC Application received on ..... by..... Initials of PA/EA to Head of the School .....

S. No.	Section	Remarks	Initials
1	CLASS TEACHER  Last Date of Attendance (DD MM YYYY) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Attendance verified from attendance register	
2	RESOURCE CENTRE <input type="checkbox"/> No Dues <input type="checkbox"/> Dues, If any  Title Accession Number Issued on Price	..... ..... ..... .....	
3	ACCOUNTS DEPARTMENT  Refund Details Security Deposit Add: AMC (.....)* Add: Education Fee (.....)* Add: Transport Fee (.....)* Total Refundable Amount Less: Dues, if any Net Amount	..... ..... ..... ..... ..... .....	Signature of Accountant  Date

T.C. may be issued Yes  No

Signature of Head of the School

Date

\* The bracket shall indicate quarter/ month, as applicable

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## PART-I [Checklist for PA/EA to Head of the School]

1. Transfer Certificate No. .... Issued on .....
2. T.C. handed over to parent/authorised person on .....
3. Name of the recipient ..... Signature ..... Date .....
4. Security Deposit Refund (if applicable) request sent to Accounts Department on .....
5. Details, if teacher's ward .....

## PART-II [Checklist for Accounts Department]

1. Security Deposit Refund voucher sent to K.C. on .....
2. Name removed from NACH data on ..... by .....
3. Check security deposit if teacher's ward .....

## PART-III [Final Checklist]

1. Amendments done in NACH data on ..... by .....
2. Amendments done in ERP data on ..... by .....
3. Amendments done in Email/SMS on ..... by .....
4. Amendments in bus register/ERP transport module on ..... by .....
5. List of documents handed over to the Parent/Guardian:
  - Transfer Certificate ..... Yes  No
  - Class Photograph (if not already received) ..... Yes  No
  - Copy of latest Orbit (if available, and if not given) ..... Yes  No
  - Recommendation Letter ..... Yes  No
  - CBSE Marksheet ..... Yes  No
  - Migration Certificate (in case of Class X & XII) ..... Yes  No
  - Character Certificate/Bonafide Certificate ..... Yes  No
  - Letter from Principal for Endorsement of T.C. by District Education Office ..... Yes  No
  - Medical Records..... Yes  No

This document is being sent today in the personal file of the student on .....

Date \_\_\_\_\_

Signature of PA/EA to Head of the School \_\_\_\_\_