

## TRANSFER CERTIFICATE (TC)

Admission No. : .....

TC No. ....

1. Name of Pupil .....
2. Father's / Guardian's Name .....
3. Mother's Name .....
4. Whether the candidate belongs to SC, ST, OBC or any other .....
5. Date of admission in the school ..... Class Joined .....
6. Date of birth (in Christian Era) according to the Admission Register (in Figures) (In words ) .....
7. Class in which the pupil last studied (in figures) .....
8. Subjects studied .....
9. Whether qualified for promotion to the higher class if so, to which class (in figures) ..... (in words ) .....
10. Whether failed , if so, once / twice in the same class .....
11. Month upto which the (pupil has paid) school dues paid .....
12. Total No. of working days .....
13. Total No. of working days present .....
14. Whether NCC Cadet / Boy Scout / Girl Guide (details may be given) .....
15. Games played or extra-curricular activities in which the pupil usually took part (Mention achievement level there in) .....
16. General conduct .....
17. Date of application for certificate .....
18. Date of issue of certificate .....
19. Reasons for leaving the school .....
20. Any other remarks .....

**Checked By**

**Signature of  
Class Teacher**

**Head of School  
Stamp**