

**APPLICATION FOR ISSUE OF TRANSFER CERTIFICATE**

1. Apply before 31<sup>st</sup> of March. For applications received after 31<sup>st</sup> March, fees/dues for the month April will be charged.
2. In case a T.C. is lost/misplaced, duplicate T.C. will be issued on submission of Police FIR & a fee of Rs.1000.
3. In case of Inter-State transfer, get the TC countersigned by the Education Officer, Zone-21, Distt. South-West B, Directorate of Education (SW-B), Govt. School Complex, Najafgarh, New Delhi-110073. For delivery of T.C. by post, the following charges will be charged:
  - Counter Signed T.C. (by Zonal Education Officer) + postage - Rs.200/- (Speed Post/Regd.Courier) per T.C.
  - Only Postage (T.C. without counter signature) - Rs.100/- per T.C.
4. Rs. 2000/- will be charged for cancellation of TC.
5. Please submit/surrender your ward's last school ID & school diary.
6. Scanned copy of TC will be uploaded on school website for verification purpose (as per directions of CBSE).
7. Signature of both parents (Father and Mother) is compulsory for TC

T.C. No. (For Office Use) \_\_\_\_\_

Date: \_\_\_\_\_

The Principal,  
Shiv Vani Model Senior Sec. School,  
Palam Road (Dwarka), New Delhi

**Subject: Issue of School Leaving Certificate/Transfer Certificate.**

Respected Sir,

Kindly issue T.C./School Leaving Certificate to my ward, as per details given below:

<u>ADMN.NO.</u>	<u>NAME</u>	<u>CLASS/SEC.</u>	<u>CLASS ROLL NO.</u>
-----------------	-------------	-------------------	-----------------------

\_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name \_\_\_\_\_

Full Address (please write full address & pin code of you new location) \_\_\_\_\_

Email ID \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Attendance: \_\_\_\_\_ Conduct: \_\_\_\_\_

C.B.S.E. Regn. No. (Class IX/XI) \_\_\_\_\_

Roll No. (Class X /XII): \_\_\_\_\_

Reason for leaving School: \_\_\_\_\_

Delivery Instructions: By Hand/By Speed Post (C/S by EO/By Speed Post (W/O C/S)

\_\_\_\_\_  
Father's/Guardian's Signature

\_\_\_\_\_  
Mother's Signature  
Present ADDRESS & PH.NO.:

<p><b>For Office Use</b>                  Class Teacher's Signature                  All Dues Cleared-(Library/Labs/Music/NCC/Computer/SUPW/Other)                  Clearance Form/Transport Clearance/Exam Incharge                  Computer /Accounts Section                  Date of delivery of TC</p> <hr/> <p>TC Received (Parent's Sign, Name &amp; Date) _____</p>
--



**ACKNOWLEDGEMENT SLIP (Bring this slip to collect TC) March 2020**

Application Received on \_\_\_\_\_ TC No./Sl. No.: \_\_\_\_\_

TC will be issued on \_\_\_\_\_ at \_\_\_\_\_ A.M./P.M.

Authorised Signatory  
Shiv Vani Model Sr. Sec. School, New Delhi