



[School name]

[Address, city, PIN code]

[Phone · Email · Website]

Affiliated to Central Board of Secondary Education, Affiliation No. [] · School code []

Book No. _____

Sl. No. _____

Admission No. _____

TRANSFER CERTIFICATE

1. Name of pupil _____
2. Mother's name _____
3. Father's or guardian's name _____
4. Date of birth (Christian era) as per the Admission and Withdrawal Register (in figures and in words) _____
5. Nationality _____
6. Whether the candidate belongs to Scheduled Caste, Scheduled Tribe or OBC _____
7. Date of first admission in the school, with class _____
8. Class in which the pupil last studied (in figures and in words) _____
9. School or Board annual examination last taken, with result _____
10. Whether failed; if so, once or twice in the same class _____
11. Subjects studied _____
12. Whether qualified for promotion to the higher class (if so, to which class, in figures and in words) _____
13. Month up to which the pupil has paid school dues _____

14. Any fee concession availed of; if so,
the nature of the concession

15. Total number of working days in the
academic session

16. Total number of working days the
pupil was present in the school

17. Whether NCC cadet, Boy Scout or Girl
Guide (give details)

18. Games played or extra-curricular
activities in which the pupil usually
took part (mention the achievement level)

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

Class teacher

Checked by (full name and
designation)

Principal, with date and
school seal