

**REQUISITION FOR TRANSFER CERTIFICATE**

TC No .....  
(For office use only)

To

The Principal Army Public School,  
Clement Town, Dehradun

Sir,

The following documents may kindly be issued to me :-

**TO BE FILLED IN CAPITAL LETTER**

Admission No ..... Date of Admission .....

Name of the student ..... Father's Name .....

Mother's Name ..... Nationality .....

Registration No (For Class IX & X only) .....

**SUBJECT STUDIED** (Only for Class XI & XII)

1. English 2..... 3..... 4..... 5.....

**CLASS TEACHER (Please fill in the details carefully)**

- (i) Class ..... (in words) ..... Sec.....
- (ii) Last date pupil attended the class .....
- (iii) Total day, the school opened till date ..... (Meeting to be changed into days)
- (iv) No of days the student attended the class ..... (Days)
- (v) Suraksha Kavach Money session ..... Rs ..... (Paid/Not Paid)
- (vi) Whether NCC Cadet/boy Scout/Girls Guide details may be given) ..... (A/B/C Certificate)
- (vii) Games played or co curricular activities in which the pupil has usually taken part Mention achievement level therein) .....
- (viii) Result  
(a) Pass  (b) Fail once or twice  (c) Result awaited  (d) Studying   
(e) Name of Class teacher ..... Sign .....

**LIBRARIAN** (For Class VI to XII only)

- (i) Any book due Yes/No (If yes, Name and cost of the book)

**FEE CLERK**

- (i) Fee paid up to ..... month.
- (ii) Annual charges for the year ..... (Paid/Not paid)
- (iii) Security deposit to be refunded Rs ..... (Rupees.....)
- (iv) Any other dues to be refunded Rs ..... Rupees.....  
Total ..... Signature .....

Signature of the Parent .....

Rank..... Name .....

Unit .....

Mob No .....

Date .....

Date .....

Principal's Remarks Sanctioned/Not Sanctioned

Sign .....

**Note :** The application for issued of TC should be submitted to the office duly completed minimum on  
week in advance. The documents will be hand over to the parents/Guardian only.