

M.R. CITI PUBLIC SCHOOL

Bhaddi Road, Balachaur (Pb.) – Ph. 01885-291002, 220290, 78148-19100

Transfer Certificate Application



STUDENT'S PARTICULARS

(In BLOCK Letters)

Date

Name

Class Section Admission Number :

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Father's/Guardian's Name

Address for future communication

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Phone Number (R) (O)

Mobile Number E-mail ID

REASON FOR APPLICATION

☐ Parent's transfer to another city

☐ Any other reason (Please specify below)

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I undertake to clear all dues of school before the TC is issued.

Signature of Parent

FOR OFFICE USE ONLY

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

Last Date of Attendance

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FOR ACCOUNTS DEPARTMENT

S. No.	Section		Remarks	Initials
1	CLASS TEACHER			
2	Fee In-charge			
3	Library	Title Accession Number Issued on		
4	Health & Physical Education DEPARTMENT	Item Price		
5	LAB DUES (Details)			
6	MISCELLANEOUS DUES			
				Signature of Accountant Date

T.C. may be issued Yes ☐ No ☐

Signature of Head of the School

Date