

**BHARATIYA VIDYA BHAVAN'S PUBLIC SCHOOL
(VIDYASHRAM)
JUBILEE HILLS, HYDERABAD-500 096**

Date: _____

APPLICATION FOR TRANSFER CERTIFICATE

Name of the Student _____ Father's Name _____

Class _____ Section _____ Admn.No. _____

Reason for leaving _____

Phone.No.

- (Those who are member of Scheduled Caste or a Tribe or a Community Classified as Backward Class by the State Government are **required to provide Caste Certificate**)
- Signature of both parents is compulsory for legal reasons

Note:

- 1) If either parent is not available for signing the Application form, then such parent should give NOC / Authority letter to the other parent.
- 2) TC application will be processed only after school's dues are cleared.
- 3) TC will be issued only after 20 working days from the date of application and subject to point (2) above.

Signature of Mother

Signature of Father

FOR OFFICE USE ONLY

1. Particulars checked by the class teacher:

II language taken: _____ III language taken: _____

Total No. of working days: _____ Total No. of working days present: _____

Signature of class teacher: _____

2. Others

a) Library _____

b) Sports _____

c) Lab In-charge

Physics _____

Chemistry _____

Biology _____

Computer _____

d) Librarian _____

3. Accounts Department: Total dues, if any _____

In-charge Signature _____

Facts verified from Admission and Withdrawal register T.C. issued.

In-charge

PRINCIPAL