

To be issued to Duplicate

Sr. No. \_\_\_\_\_

File No. \_\_\_\_\_

Dated \_\_\_\_\_ 20

# Dhauladhar Public School

Vill. Satiwala, Barotiwala (H.P.)

(Permanently Recognised)

# TRANSFER CERTIFICATE

Pupil's Name \_\_\_\_\_ No. of Admission Register \_\_\_\_\_

Enrolment No. \_\_\_\_\_ Date of Birth (in figures) \_\_\_\_\_

Date of Birth (in words) \_\_\_\_\_

Certified that \_\_\_\_\_ son/daughter of (Father's Name) \_\_\_\_\_

son/daughter of (Mother's Name) \_\_\_\_\_ attended this school

upto \_\_\_\_\_ has paid all sums due to the school, and is allowed on the above date to

withdraw his/her name. He/she was reading in the \_\_\_\_\_ Class \_\_\_\_\_

Department and **PASSED / FAILED** in the examination for promotion to the \_\_\_\_\_ Class.

The following particulars are certified to be correct according to the registers of his school and the

certificates produced from previous schools attended during the school years.

No.	School	Date of admission			Date of withdrawal	Period of attendance during the current School-year		Possible attendances during the current School-year	Actual attendances during the current school-year	Leave taken during current School-year
		to school	to department	to class		From	To			
						Total				
1.	This School									
					Total					

Date of Issue.....

Prepared by \_\_\_\_\_

Principal / Hm. \_\_\_\_\_

Certified that \_\_\_\_\_ son/daughter of \_\_\_\_\_ and student of the

\_\_\_\_\_ Class, who left the \_\_\_\_\_ School, \_\_\_\_\_ District \_\_\_\_\_

on \_\_\_\_\_ His/her date of birth as entered in the transfer certificate is \_\_\_\_\_

Dated: \_\_\_\_\_

Principal/Hm. \_\_\_\_\_

NOTE : This certificate should be filled in, detached and returned by the Headmaster of the School which the pupil joins to the Headmaster of the school from which the transfer certificate was issued where it should be pasted on to the office copy of the transfer certificate in the school file.