

For Class – X / XII (Board Roll No. _____)

Percentage : _____

The Principal
DAV Public School
Sector-14, Faridabad

FOR OFFICE USE ONLY

Date of Admn : _____

Class in which admitted : _____

Mobile No. _____

SUBJECT: APPLICATION FOR TRANSFER CERTIFICATE (Session _____)

Madam,

Please issue a Transfer Certificate of my ward as per details given below:

Name (in block letter) : _____

Admission No. : _____

Date of Birth : _____ Gender (Male / Female) _____

Class & Section : _____

Category (tick any one) : OBC / SC / ST / GENERAL

Father's Name : _____

Mother's Name : _____

Subjects studied : _____

Reason of leaving : _____

Date: _____

Signature of the Parent/Guardian

FEES DEPARTMENT

Verified that all dues have been paid upto : _____

Fee Concession availed : _____

DEALING ASSISTANT

(FOR OFFICE USE)

Attendance: Total No. of working days _____ Days Present _____

Studying in _____ promoted to / detained in : _____ % _____

Games played / extracurricular activities of the student : _____

Signature of Class Teacher

Signature of Supervisor

No Dues certificate Library : _____

T.C. No. : _____

PRINCIPAL

Issued on : _____

Date of receipt of application : _____

TC to be given to the parent : _____

(7-days after the receipt of the application form)

CHECKED BY

D.A.V. PUBLIC SCHOOL, SECTOR – 14, FARIDABAD
APPLICATION FOR REFUND OF CAUTION MONEY

Date: _____

The Principal
DAV Public School
Sector – 14, Faridabad

Refund Required	Donated to the School
Mobile No. _____	

Madam,

Kindly refund the caution money of my ward _____ Class _____ Section.

The necessary particulars are given below:

Name in full (**Block letters**) : _____.

Class & Section (**in which studying**): _____ Admn. No. _____.

Father's Name & Address : _____.

(**in block letters**) _____.

Mother's Name : _____.

Date of Joining : _____.

Date of Leaving : _____.

Amount of Caution Money : _____.

T.C. No. with Date : _____.

NEFT in favour of (Mandatory) : _____.

(Please give name as per Bank Account / attach cancelled cheque in the name of parent only)

(SIGNATURE OF PARENT)

For Office Use only

Name of the student _____ **Admn.No.** _____ **Receipt No.** _____

dated _____ Rs. _____.

(**at the time of admission vide which he / she has paid the Caution Money**).

It is certified that the above particulars are verified by me and have been found correct. NEFT is in the

name of Smt. / Sh. _____

Bank Name _____

IFSC Code _____ for Rs. _____.

Date : _____

ASSISTANT

Approved

DEALING

ACCOUNTANT

PRINCIPAL

Attach cancelled cheque alongwith this form in the name of Parents only.