

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
<b>Mobile No.</b>	

Madam,

Kindly refund the caution money of my ward \_\_\_\_\_ Class/Sec.\_\_\_\_\_. 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 : \_\_\_\_\_.

T.C. No. with Date : \_\_\_\_\_.

**NEFT in favour of(Mandatory)** : \_\_\_\_\_.

Bank Name : \_\_\_\_\_.

Bank Account No. : \_\_\_\_\_.

IFSC Code : \_\_\_\_\_.

(SIGNATURE OF PARENT)

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

**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).

Date: \_\_\_\_\_

\_\_\_\_\_  
DEALING ASSISTANT

**Approved**

\_\_\_\_\_  
**ACCOUNTANT**

\_\_\_\_\_  
**PRINCIPAL**