

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 :** \_\_\_\_\_

**SUBJECT: APPLICATION FOR TRANSFER CERTIFICATE**

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 : \_\_\_\_\_ Session \_\_\_\_\_

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

**(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 : \_\_\_\_\_

**FEES DEPARTMENT**

Verified that all dues have been paid upto : \_\_\_\_\_

Fee Concession availed : \_\_\_\_\_

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

**PRINCIPAL**

T.C. No. : \_\_\_\_\_

Issued on : \_\_\_\_\_

Date of receipt of application : \_\_\_\_\_

TC to be given to the parent : \_\_\_\_\_

**(5-days after the receipt of the application form)**

\_\_\_\_\_  
**CHECKED BY**

**D.A.V. PUBLIC SCHOOL, SECTOR – 14, FARIDABAD**

**APPLICATION FOR REFUND OF SECURITY**

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

The Principal  
DAV Public School  
Sector – 14, Faridabad

Refund Required	Donated to the School
Mobile No. _____	

Sir,

Kindly refund the security 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**) : \_\_\_\_\_  
Date of Joining : \_\_\_\_\_  
Date of Leaving : \_\_\_\_\_  
Amount of Security : \_\_\_\_\_  
T.C. No. with Date : \_\_\_\_\_  
NEFT in favour of : \_\_\_\_\_

(please give name as per Bank Account / attach cancelled cheque)

(SIGNATURE OF PARENT)

**For Office Use only**

Name of the student \_\_\_\_\_ Admission No. \_\_\_\_\_ Receipt No. \_\_\_\_\_  
dated \_\_\_\_\_ Rs. \_\_\_\_\_.

(at the time of admission vide which he / she has paid the Refundable Security).

**Date :** \_\_\_\_\_ **DEALING ASSISTANT**

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

Smt. / Sh. \_\_\_\_\_

Bank Name \_\_\_\_\_

IFSC Code \_\_\_\_\_ for Rs. \_\_\_\_\_.

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

**CHECKED BY**

**Approved**

**ACCOUNTANT**

**PRINCIPAL**

**MANAGER**

***Attach cancelled cheque alongwith this form***