



# DELHI PUBLIC SCHOOL GUWAHATI

## APPLICATION FORM FOR OBTAINING TRANSFER CERTIFICATE

T.C. No - \_\_\_\_\_

The Principal  
Delhi Public School  
Guwahati

Dear Madam,

I would like to withdraw my ward whose particulars are given below from your school with effect from \_\_\_\_\_  
Kindly issue the Transfer Certificate.

Admission No: \_\_\_\_\_ Class/Sec \_\_\_\_\_

**Name of the Student (In Capital Letters)** : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Nationality \_\_\_\_\_

Belongs to Schedule caste or Schedule Tribe : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Reason for withdrawal (In Details) : \_\_\_\_\_

\_\_\_\_\_

Name & Address of the school in which admission is sought or planning for next studies: \_\_\_\_\_

\_\_\_\_\_

Thanking you. Yours faithfully,

Date: - \_\_\_\_\_ Name and Signature of Parent(s)

**Note :1) Please submit the library card and student ID card along with this application & minimum 7 working days will be required to prepared the T.C.2) Cancellation of TC can be done not beyond 30 days. Beyond the said number of days, it will be treated as new admission.**

**To be filled by the Admission In charge**

Date of Application : \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

**REMARKS BY THE FOLLOWING HEADS**

1. Class Teacher Name: \_\_\_\_\_ Signature \_\_\_\_\_

A) Subjects Studied. 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_  
5) \_\_\_\_\_ (6) Third Lang. \_\_\_\_\_

B) No .of working days \_\_\_\_\_ No. of working day's present \_\_\_\_\_ (Till the date of applied)

2. Examination In Charge: \_\_\_\_\_ Pass/ Fail \_\_\_\_\_

3. Accounts Section (Fees): \_\_\_\_\_ Any fee concession \_\_\_\_\_ Signature \_\_\_\_\_

4. Sports (HOD) : Game of Choice \_\_\_\_\_  
Any achievement \_\_\_\_\_ ii) Signature \_\_\_\_\_

5. Computer : \_\_\_\_\_ 6. Science Lab.: \_\_\_\_\_

7. Music Faculty : \_\_\_\_\_ 8. Fine Arts : \_\_\_\_\_

9. Library : \_\_\_\_\_ 10.Hostel In-Charge: \_\_\_\_\_

**FOR OFFICE USE ONLY**

All entries verifies by  
Office Supdt. (Admission)

**Principal**