TC Srl No ………………………

The Principal
Army Public School
Jalandhar Cantt

REQUEST FOR ISSUE OF TRANSFER CERTIFICATE AND SECURITY AMOUNT

1.   **The undermentioned child is studying in your school**

Name in Capital Letters	Class	Section	Session	Sex (Male/Female)

2.   **Please Issue the TC and refund the Security Amount by………………………………………………………………. (Date)**

3.   **Necessary particulars of the student are given below :-**

        i)   **Name of Mother in (Block Letters)……………………………………………………………………………………………..**

        ii)   **Name of Father (With Rank) in (Block Letters)……………………………………………………………………………**

        iii)   **Reasons for leaving school…………………………………………………………………………………………………….**
                                  (Posting/Retirement/Admission to other Institution/Own request etc.)

        iv)   **Present Address (Office) _………………………………………… Res)………………………..**
                        …………………………………………………………………………………………

        v)   **New Address   (Office) _……………………………………………… Res)………………………………………………………**

               Tele No Army ……………………….Civil………..Mobile No…………………………………………………………………..

4.   a)   **Rank held at the time of admission……………………………………………………**
        b)   **Rank held at present   ………………………………………………………….**

Dated :………………………   **(Signature of Parent/Guardian)**

5.   **Recommended Character of Student…………………**

Date :……………………..   **(Signature Vice Principal)**

TC(s) be issued and Security & Other Charges to be refunded as per school rules.

Date :……………………..   **(Signature Principal)**

(FOR OFFICE USE ONLY)

1. Adm No……………………………………………………..	**Clearance :-** from VI TO XII
2. Date of Birth……………………………………………..	
3. Date of Adm…………………………………………….	1. Librarian………………………………………………….
4. Fee paid upto………………………………………………	
5. Annual Charges paid upto………………………………..	
6. TC No. ……………………………………………………..	

DOCUMENTS REQUIRED (TO BE ATTACHED ALONGWITH APPLN FORM):-
    (i)   Last Term Result copy.
    (ii)   Current quarter's fee slip copy.
    (iii)   Cancelled Cheque of Account holder for refunds of security amount etc.

DETAILS REQUIRED FOR SECURITY REFUND BY PARENT :

    I prefer to get my ward's security refund through TRGS/NEFT. I submit the details of my account and bank as under/

I submit a copy of the title page of Saving Bank Acct Pass Book/A cancelled cheque :

NAME OF THE INDIVIDUAL/ACCOUNT HOLDER :……………………………………………………………………………………………

NAME OF THE BANK :………..

LOCATION OF THE BANK :……..

LOCATION OF THE BRANCH :……

BANK ACCOUNT NO :. ……

BANKS IFSC CODE :………..