



HARIYANA VIDYA MANDIR

(a unit of Hariyana Sewa Sadan)

BA-193, SECTOR-1, SALT LAKE CITY, KOLKATA - 700 064, TEL. NO. : 2334-2404

(A co-ed. English medium school, a unit of Hariyana Sewa Sadan, a registered Society and is affiliated to Central Board of Secondary Education, New Delhi, Affln. No. 2430046 & School Code 08489)

TRANSFER CERTIFICATE

Book No. **20**

Sl. No. **1500** Admission No

1. Name of Pupil
2. Mother's Name
3. Father's/Guardian's Name
4. Date of Birth (in Christian Era) according to Admission Register
(In figures) (In words)
5. Nationality
6. Whether the candidate belongs to Schedule Caste or Schedule Tribe
7. Date of first admission in the School with class
8. Class in which the pupil last studied (In figures) (in words)
9. School/Board Annual examination last taken with result.
10. Whether failed, if so once/twice in the same class
11. Subjects Studied : 1 2 3 4 5
12. Whether qualified for promotion to the higher class
- If so, to which class (in fig.) (in words)
13. Month upto which the (pupil has paid) school dues paid
14. Any fee concession availed of: if so, the nature of such concession
15. Total No. of working days in the academic session
16. Total No. of working days pupil present in the school
17. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given)
18. Games played or extra curricular activities in which the pupil usually took part (mention achievement level therein).....
19. General Conduct.
20. Date of application for certificate
21. Date of issue of certificate
22. Reason for leaving the school
23. Any other marks

Transfer certificate should be issued only under the signatures of the regular Principal / Vice Principal. In case of Transfer Certificates issued by schools affiliated to/recognized by other recognized Boards, it should be counter-signed by an officer not below the rank of District Inspector of Schools/Deputy Director of Education/Education Officer of the Education Deptt. of the State/Union Territory concerned.

Signature.....
Name.....
Class..... Sec.....
(Class Teacher)

Prepared by.....
Name.....
Designation.....

Checked by.....
Name.....
Designation.....

PRINCIPAL
SEAL