**SAI SPURTHI DAV SCHOOL , B: GANGARAM**

**APPLICATION FOR TRANSFER CERTIFICATE**

 Date:\_\_\_/\_\_\_/\_\_\_\_\_\_,

 SATHUPALLY .

 To ,

 THE PRINCIPAL,

SAI SPURTHI DAV SCHOOL,

B:GANGARAM , SATHUPALLY.

 Respected Sir/Madam ,

 SUB: Transfer / Shifting of family –Issue of T.C –Req.-Reg.,

 With reference to the above cited subject , I Mr./Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to state that we had been transferred/shifted our family from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and henceforth request you to issue T.C along with other certificates and clearance of our ward Master/Kumari\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ studying Class/Sec.\_\_\_\_\_\_during the years (20 -20 ) in your esteemed School. I understand that I shall receive all the said documents within 3 days after submission of this letter. Thanking you,

OFFICE PARENT/ GUARDIAN PRINCIPAL

**CLEARANCE CERTIFFICATE**

**1) OFFICE 5) SCIENCE LAB**

**2) EXAM BRANCH 6) COMPUTER LAB**

**3) CCA 7) LANGUAGE LAB**

**4) LIBRARY 8) SPORTS**

**NOTE : Concerned department heads should check thoroughly put tick mark ,write their name and signature on its right .**

**ACKNOWLEDGEMENT**

**The following certificates are received by me on the date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1) Transfer certificate**

**2) Study and conduct certificate**

**3) Report Card**

**4) Co-Scholastic Certificates Parent Signature**

**5) Any other \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **I submit that I personally verified all the details of our ward including caste, religion ,DOB etc., entered in the transfer certificate and found them to be correct to the best of my knowledge.**