



DIAMOND PUBLIC SCHOOL

SASARAM ROAD PARASIYA, KOCHAS ROHTAS BIHAR -821112

AFFILIATED TO C.B.S.E NEW DELHI UPTO (10+2)

Application for Issue of Transfer Certificate / School Leaving Certificate:

☐ Transfer Certificate

☐ School Leaving Certificate

Student's Particulars:

1. Name:
2. Date of Birth: Gender: Class & Section
3. Admission No. : Date of Admission:
4. Mother's Name:
5. Father's Name:
6. Present Address:
.....
7. Category (if any): 1. GENERAL ☐ 2. OBC ☐ 3. SC /ST ☐ 4. Other ☐
8. Contact No. : Fees Paid till the month of:
9. Subjects Studied: 1..... 2..... 3.....
(For the Classes IX – XII) 4..... 5..... 6.....
10. Achievement in Co-scholastic / other Co-Curricular activities / Sports & Game activities:
(Enclosed the photo-copies of the certificates.)
11. Reason for Application:
12. Please clear any/all the dues before applying for the Transfer Certificate/School Leaving Certificate.
Rs. 500/- towards issue of T.C. / SLC ☐

Signature of the Parent:

Date of Application:

Note: Enclosed the photo-copies of the Report Card.

For Office Use only:

Action taken report vis-à-vis T.C. No. (If required.) Total No. of Working Days:

No. of Days Present: Present Class: Promoted/Detained (Class):

| Section | Name | Remark | Signature |
|----------------------|------|--------|-----------|
| a. Class Teacher | | | |
| b. Library Dues | | | |
| c. Science Lab. Dues | | | |
| d. Accounts | | | |
| e. Misc. Dues | | | |

☐ T.C. / ☐ S.L.C. may be issued ☐ T.C. / ☐ S.L.C. may not be issued Date:

Authorised Signatory

PRINCIPAL