

**TO BE FILLED AND SUBMITTED AT THE SCHOOL OFFICE**

THE PRINCIPAL  
NAVY CHILDREN SCHOOL  
PORT BLAIR

**APPLICATION FOR TRANSFER CERTIFICATE**

Sir / Madam

Please issue Transfer Certificate of my son / daughter. The related information is given below:

1. Name of the student \_\_\_\_\_
2. Mother's Name \_\_\_\_\_
3. Class and Section \_\_\_\_\_ Adm No. \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Fees paid up to (date) \_\_\_\_\_
6. Date of leaving the school \_\_\_\_\_
7. Reason for leaving school \_\_\_\_\_
8. Present address of Parent \_\_\_\_\_
9. 'No Dues' statement is obtained from the following teachers – in – charge.  

Sign. Of Teacher

  - (a) Sports & Games (For Std. VI to XII)
  - (b) Library (For Std. III to XII)
  - (c) Computer (For Std. IX to XII)
  - (d) Labs (For Std. IX to XII)
10. Attendance \_\_\_\_\_ Signature of Class Teacher \_\_\_\_\_

I hereby certify that the above statement is correct.

Yours faithfully

Date:

Name, Address and contact Telephone no

**NOTE:**

- ***Copy of latest fee paid challan to be attached.***