

To,  
The Principal  
S.V.G.M.S Baleta,  
Block Umrain (Alwar)-225374.

**SUBJECT : APPLICATION FOR TRANSFER CERTIFICATE**

Respected Sir/ Madam,  
I / We would like to apply for the Transfer Certificate of my daughter / son / Ms. / Mst.  
S/O or D/o -----

studying in class \_\_\_\_\_ Sec. \_\_\_\_\_ in your school.  
Kindly issue me the required certificate for the following reason \_\_\_\_\_

Thanking you,  
Yours faithfully,  
Father's Name \_\_\_\_\_ Signature \_\_\_\_\_ Phone No. \_\_\_\_\_

**Date-----**

**FOLLOWING DETAILS ARE FURNISHED HEREWITH FOR YOUR READY REFERENCE:**

- 1.Name of Student-----
- 2.Father's Name-----
3. Class -----

**TC will Be issued next day or after 1Pm after receiving No Dues Certificate given below.**

**For Class Teacher**

- 1.Scholar Register No.-----
- 2.Total Attendance-----
3. Presence in days-----
- 4.If any Dues please mention Or Write no dues-----
- 5.Signature of CT with name-----

**For Games,Scout,Lab & Office**

- 1.Games-----Signature-----
- 2.Scout-----Signature-----
- 3.Office-----Signature-----
- 4.Chem .Lab-----Signature-----
- 5.Physics Lab-----Signature-----
- 6.Biology Lab-----Signature-----
- 7.computer Lab-----Signature-----
- 8.It/Ites Lab-----Signature-----
9. Library-----Signature-----
- 10.Activity-----Signature-----

Signature of Principal