

## FORMAT OF TRANSFER CERTIFICATE

### SCHOOL NAME WITH COMPLETE ADDRESS AS RECORDED IN THE AFFILIATION BRANCH OF THE BOARD ALONGWITH SEAL

Affiliation No. .... School Code .....

Book No. .... SI. No. .... Admission No. ....

1. Name of Pupil .....
2. Mother's Name .....
3. Fathers/Guardian's Name .....
4. Date of birth (in Christian Era) according to Admission & Withdrawal Register  
(in figures).....(in words).....
5. Nationality.....
- \*6. Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC .....
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 .....
14. Any fee concession availed of. If so, the nature of such concession.....

\*Amended in the Examination Committee's meeting held on 25.1.2012 and approved by the Governing Body at its meeting held on 02.2.2012.

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. Reasons for leaving the school.....
23. Any other remarks.....

Signature of  
class teacher

Checked by  
(with full name and designation)

Signature of Principal with date  
School SEAL

\*Transfer certificate should be issued only under the signatures of the regular Principal/Vice Principal and 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. In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school the transfer certificate of a previous school of such a student may be countersigned by the Regional Officer of the Board or the Asstt. Commissioner of the KVS or the Deputy Director, Navodaya Vidyalaya Samiti in India or an officer of the Board at the Head Quarters and by the First Secretary/ Attache/Cultural Attache or an equivalent officer of the Embassy/High Commission of India in the concerned country in respect of students studying in an affiliated school of the CBSE situated outside the country and the student shall not be admitted to a school without such a counter signature. Assistant Commissioners, KVS have also been authorised to countersign the Transfer Certificates issued by the schools run by Directorate General, Border Security Force.

\*Rule amended in the Examination Committee's meeting of 7.5.1999 and approved by the Governing Body at its meeting held on 13.5.1999. Rule further amended in the Examination Committee's meeting held on 30.10.2006 and approved by the Governing Body at its meeting held on 22.12.2006.