



**REQUEST FOR TRANSFER CERTIFICATE**

Date : \_\_\_\_\_

Dear Principal,

We request you to kindly issue Transfer Certificate to my ward \_\_\_\_\_

\_\_\_\_\_ ( full name as per registration) studying in \_\_\_\_\_ (Class &Section)

at your school. This TC is required on account of \_\_\_\_\_

\_\_\_\_\_  
(relocation to another city/ country/ admission to another Institution/ other reason)

**Any other request/ concerns:** \_\_\_\_\_

**DECLARATION BY THE PARENT**

**Information specified for requisition of TC is true and factual , to the best of my knowledge .**

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Signature \_\_\_\_\_

Mother's Signature: \_\_\_\_\_

Father's Contact Details: \_\_\_\_\_

Mother's Contact Details: \_\_\_\_\_

Signature of the Parent/Student during Submission of Annexure F: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Office In-Charge: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved for Issue with Instructions:** \_\_\_\_\_

(Chairman/ Principal Signature)

**Instructions to fill the form:**

- **This form must be filled only by parents, duly signed, and submitted at the office. Signature of both the parents is mandatory.**
- **In case any one of the parents is unable to sign this form, a hard copy of a handwritten/ typed authorisation letter, requesting the issue of TC, duly signed, must be scanned and sent from your registered mail id to [info@npshrd.com](mailto:info@npshrd.com)**
- **All data for the issue of TC will be taken from the office records.**
- **TC will be issued by the end of the academic year. (First week of April).**
- **The Transfer Certificate will be handed over ONLY to parents.**
- **For any concerns or clarifications, kindly send an email to [info@npshrd.com](mailto:info@npshrd.com)**