



VANASTHALI PUBLIC SCHOOL

(AFFILIATED TO C.B.S.E)

NEAR RUCHIKA PETROL PUMP, MAYUR VIHAR PHASE-3,

DELHI - 110096. TEL:- 011- 42316717, 22628270

WEBSITE :- www.vpsphase3.com, EMAIL:- info@vpsphase3.com

TRANSFER CERTIFICATE SAMPLE (TO BE PRINTED ON SCHOOL LETTERHEAD)

Admission No.:

Serial No.:

1. Name of Pupil
2. Father's/ Guardian's Name
3. Nationality
4. Whether the candidate belong to Schedule Caste of Schedule tribe
5. Date of first admission in the School with class
6. Date of Birth (in Christian Era) according to Admission Register (in figures)
7. Class in which the pupil last studied (in figures)
8. School/ Board annual examination last taken with result
9. Whether failed, if so once/twice in the same class
10. Subjects Studied
11. Whether qualified for promotion to the higher class
12. Month upto which the (pupil has paid) school dues paid
13. Any fee concession availed of; if so, the nature of such concession
14. Total No. of working days
15. Total No. of working days present
16. Whether NCC cadet/Boys Scout/ Girl Guide (details may be given)
17. Games played extra curricular activities in which the pupil usually took part (mention achievement level therein)
18. General Conduct
19. Date of application for certificate
20. Date of issue of certificate
21. Reason for leaving the school
22. Any other remarks

SAMPLE

Signature of Class
Teacher

Checked by
(State Full Name & Designation)

Principal