



National Public School, Indiranagar

Academic Year 20____ - 20____

Annexure

F

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 other Institute/other reasons)

Any other requests/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 npsinr@yahoo.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 npsinr@yahoo.com.