KU No.

APPENDIX - 16

(Rule 88, Chapter III)

FORM OF TRANSFER CERTIFICATE

ORIGINAL

1. Transfer Certificate No. :
   a) Name of the School (Place District) :
   b) Highest Class in the School :
   c) If Non-Government Class upto which recognised no. & Date of recognition orders :
2. Name of the Pupil :

   AADHAAR NO. : | | | | | | | | | | | | |
3. a) Name of the Parent or Guardian :
   b) Name of the Mother :
4. Nationality and Religion :
5. Whether the candidate belongs to the Scheduled Caste, Scheduled Tribe or Vimuktha Jathis or Other socially and educationally Back-ward classes specified in the Andhra Pradesh Educational Rules or is he a convert from the Scheduled Castes or the Scheduled Tribes if so, the particulars thereof.
6. Date of birth (in words) as entered in Admission Register. :
7. a) Class in which the pupil was reading at the time leaving. (in words) :
   b) (i) First Language :
      (ii) Second Language :
   c) (i) Course offered (i.e. whether academic or bifurcated and the subject offered under the bifurcated course)
      (ii) Whether studied composite or General Mathematics :
8. Mother Tongue - Medium of instruction- optional. :
9. Date of admission or promotion to that class (The year to be entered in words). :
10. Class and year in which the pupil was first admitted into the school. :
11. Whether qualified for promotion to a higher class :
    (in the case of pupil presented for the S.S.L.C. or H.S.C., S.S.C. course if study or passed or not has to be stated)
12. Whether the pupil has paid all the fees due to the school. :
13. a) Whether the pupil was in receipt of any scholarship. (Nature of the scholarship to be specified) :
    b) Whether the pupil was in receipt of any concession. (Nature of concession to be specified) :
14. Whether the pupil has undergone Medical Inspection during the first-year of report. (To be specified) :
15. <u>Personal Marks of Identification</u>
    (i)
    (ii)
16. Date on which the pupil actually left the school. :
17. Date on which application for Transfer Certificate was made on behalf of the pupil by his / her Parent or Guardian.
18. Date of Transfer Certificate :
19. CONDUCT :
20. Attendance in the class of leaving number of days present :
    a) No. of days present :
    b) Total No. of working days :
21. Signature of the Head of the School. :

Note : In case the pupil is leaving the state of Andhra Pradesh. Certificate will not be valid without the counter signature of the Inspecting Officer concerned.

TC Sample Format