



# SHRING SHEFFIELD SCHOOL PATNA

Vill-Fazilabad, Po-Mittanchak, Kurthol Bhelwara road, Patna-804453

## TRANSFER CERTIFICATE

Book No: \_\_\_\_\_

TC No: \_\_\_\_\_

Admission No: \_\_\_\_\_

1. Name of the Pupil \_\_\_\_\_
2. Mother's Name \_\_\_\_\_
3. Father's/Guardian's Name \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Whether the candidate belongs to Schedules Caste or Scheduled Tribe or OBC? \_\_\_\_\_
6. Date of first admission in the school with class \_\_\_\_\_
7. Date of birth according to admission register in words \_\_\_\_\_  
\_\_\_\_\_ in figures \_\_\_\_\_
8. Class in which the pupil last studied \_\_\_\_\_
9. School/Board Annual examination last taken with result \_\_\_\_\_
10. Whether failed. If so once/twice in the same class? \_\_\_\_\_
11. Subjects studied/Compulsory (1) \_\_\_\_\_ (2) \_\_\_\_\_  
Elective (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_
12. Whether qualified for promotion to higher class if so to which class? \_\_\_\_\_
13. Month upto which the pupil had paid school dues \_\_\_\_\_
14. Any fee concession availed of, if so the nature of such concession \_\_\_\_\_
15. Total No. of working days \_\_\_\_\_
16. Total No. of working days present \_\_\_\_\_
17. Whether NCC Cadet/Boy Scout/Girl Guide (Details may be given) \_\_\_\_\_
18. Games played or co-curricular activities in which the pupil usually took part (mention achievement level therein)\* \_\_\_\_\_
19. General /conduct \_\_\_\_\_
20. Date of Application of Certificate \_\_\_\_\_
21. Date of issue of certificate \_\_\_\_\_
22. Reason for leaving the school \_\_\_\_\_
23. Any other remarks \_\_\_\_\_

Prepared by  
Signature

(Full Name and Designation)

Checked by  
Signature

(Full Name and Designation)

Principal  
Signature

With Seal and Name

Date: .....

(Transfer certificate should be issued only under the signature of regular Principal/grade II Principal. In the absence of the Principal the Transfer Certificate issued by the School should be countersigned by the School Management Committee)

\*District/State/National/International level