

Application for Mandatory Transfer

To,
The Principal
Chameli Devi Public School (2)
Indore (M.P.)

Respected Madam,

My ward is passed in class 8th and promoted to class 9th. As per Mandatory Transfer Policy of school he/she is eligible to take admission in either in Group School or any Other School.

His / Her Detail are as under :

Name of the Student : _____

Father's Name : _____

Gender : _____ Class & Section : _____

Scholar No. : _____ Id Code No. : _____

Status : _____ Fee Category : _____

Transfer to

Group School

Other School

(If transfer to Group School)

Name of the Group School : _____
(APS / CPS)

Address : _____

Status : _____ Fee Category : _____

- 1) Please issue me Mandatory Transfer Memo to get admission in above school without Interaction / Entrance Test.
- 2) We will pay all type of applicable fee/charges i.e Once time Fee / Yearly Fee & Charges.

- Please issue me Transfer Certificate as per TC Application attached.

Date : _____

Place : _____

Parents Name & Sign.

APPLICATION FOR TRANSFER CERTIFICATE / WITHDRAWAL

From : _____ Date : _____

Phone No. : Office _____ Residence : _____

Mobile No. : 1. _____ 2. _____

To,
The Principal,
Chameli Devi Public School-2, Indore.

Sir/Madam,

Ref : _____ Father's Name : _____
(Student's Name in Block Letter)

Class : _____ Section : _____ Scholar No./ Registration No. : _____

This to request you to provide the transfer certificate for my ward named above since we want to withdrawal him / her. Reason _____

TC to be issued (1) After Annual Result/ Re-Examination Result
After Re-Examination-2 Result (if Applicable)
(2) During Mid Session
(3) Immediately, Reason _____

The caution money receipt no. _____ dated _____ is submitted herewith.

If there are any dues kindly adjust it in my Caution Money. Please mail Transfer Certificate / Refund to following Postal Address.

ADDRESS : _____

City _____ Pin _____

Thanking you,

(Signature)

(Name of the Parents / Guardian)

Please Note :

1. The TC application will be accepted only if signed and submitted by Parents/Guardian.
2. Original or Photocopy of Caution Money receipt is required alongwith the application.
3. Transfer Certificate / Refund will be dispatched through registered AD only within 7 days of the application date & school should not be pressurised to deliver TC/Refund at School.

(FOR OFFICE USE ONLY)

Total Working Days : _____ Caution Money : _____
Total Present Days : _____ (-) Postage : _____
Fee Paid up to : _____ Net Refundable: _____