



# DELHI PUBLIC SCHOOL, SIRSA

## Application for Transfer Certificate

The Principal  
Delhi Public School  
Sirsa.

Date:.....

Dear Ma'am/Sir,

With due respect we wish to inform you that due to (reason) .....  
.....my son/ daughter  
..... of Class.....  
Section..... Is unable to continue in your school. So I hereby request you to kindly issue  
his/her transfer certificate & security. I have already discussed the whole issue with concerned  
authority.

Thanking You,

### **Parent Signature**

Father's Name: .....

Mother's Name:.....

Contact No:.....

### **For Office Use Only:**

1. NOC Library .....Date.....

2. NOC Accounts Dept. .... Date.....

3. NOC IT Dept.....Date.....

Remarks:

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**Received TC By Parents (Date & Sign)**

**Principal**