

## PROCEDURE FOR OBTAINING TRANSFER CERTIFICATE IN AECS-4 RAWATBHATA

### 1) For Original Transfer Certificate

The Application form for Obtaining Transfer Certificate in prescribed format is available in school office for parents/Applicants. After furnishing the required information & obtaining the No Dues from Class Teacher & other departments of school. Application form should be submitted to school office.

After verification of Admission records, School office will prepare and issue Transfer Certificate within 07 days to the parent.

### 2) For Duplicate Transfer Certificate

The Parent/Applicant has to submit an Affidavit and copy of F.I.R. Lodged at the Concerned Police station. After producing the above said documents, the request can be made in Prescribed Application form for Duplicate Transfer Certificate alongwith Fee Rs. 50/- to school office.

After verification of Admission records, School office will prepare and issue Transfer Certificate within 07 days to the Parent/Applicant.

  
1/8/2022  
PRINCIPAL