

Procedure for obtaining Transfer Certificate

1. Submission of the application for TC along with relevant documents to the school
2. Getting No Dues from all Departments/In-charges/Labs/Library of the school
3. Getting fee deposition and attendance details from the Class teacher
4. Verification by dealing assistant in the school office
5. Final verification by the class teacher
6. Signature by the class teacher and dealing assistant/ checker
7. Signature by the Head of the Institution
8. Issue of the transfer certificate
