

From .....  
.....  
.....  
Mobile No : .....

To,  
The Principal  
AFGJI, Subroto Park  
New Delhi - 110010

**APPLICATION FOR ISSUE OF TC  
FOR SPECIAL WING**

1. Please issue Transfer Certificate in respect of my ward .....  
Class ..... Section ..... Adm No. .... as (specify reason for TC) .....  
.....  
TC is required on .....

Yours faithfully,  
  
(Signature of Parent)

**CLEARANCE**

Brief Report of Student: .....			
.....			
.....			
.....			
.....			
.....			
.....			
_____ Sign of Class Teacher		_____ Sign of Head Master	
Library i/c		Fee i/c	
Bus i/c		Accountant	

**To be filled at the time of submission of Application after taking clearance**

Date of Submission of TC Application : \_\_\_ / \_\_\_ / \_\_\_\_ (dd/mm/yyyy)  
Submitted by (Name) : \_\_\_\_\_ Sign : \_\_\_\_\_

**For Office use :**

TC No.		Date of TC issued		Office Supdt.	
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Date : ..... Principal