

From

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Mobile No :

To,

The Principal
AFGJI, Subroto Park
New Delhi - 110010

**APPLICATION FOR ISSUE OF TC
FOR SENIOR WING**

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

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TC is required on

Yours faithfully,

(Signature of Parent)

CLEARANCE

For Classes VI to XII

Attendance of Child Class Teacher/..... (Total / Out off)	Library i/c	
Comp Sc. i/c		Music / Dance / EG Lab / Home Sc. / Fine Arts Lab i/c	
Sports i/c		Vice Principal	
Sports activity details			
Extra Curricular Activities details			
Bus i/c		EDP Cell i/c	
Fee i/c			
Accountant			

Only for classes (IX to XII)

Physics Lab i/c		Chemistry Lab i/c		Biology Lab i/c	
NCC Cadet Details					

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