

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

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

**APPLICATION FOR ISSUE OF TC  
 FOR PRIMARY 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**

Attendance of Child Class Teacher	...../..... (Total / Out off)	Library i/c	
HM Pry. Wing		Bus i/c	
Sports activity details			
Extra Curricular Activities details			
Fee 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