



**APPLICATION CUM PAYMENT VOUCHER FOR ISSUE OF  
TRANSFER CERTIFICATE AND REFUND OF CAUTION MONEY AND MISC FEE**  
(To be submitted one week in advance)

| Sl No.  | Particulars  |                                      |
|---|--|--------------------------------------|
| <b>Part –A<br/>(To be Filled by Parent)</b>                   |  |                                      |
| 1   | Name of the student as per school records                |                                      |
| 2   | Class & Section  |                                      |
| 3   | Admission No.  |                                      |
| 4   | Last date of attending the school                        |                                      |
| <b>Reason for leaving the school</b>                          |  |                                      |
| 5   | If posted out, name of the new unit/place                |                                      |
| 6   | If migrating to a new school, mention details (optional) |                                      |
| <b>Particulars of the parent</b>                              |  |                                      |
| 7   | Service No.  |                                      |
| 8   | Rank   |                                      |
| 9   | Name   |                                      |
| 10  | Branch/Trade   |                                      |
| 11  | Unit   |                                      |
| 12  | Spouse Name  |                                      |
| 13  | Residential Address & Tel No./ Mobile No.                |                                      |
| 14  | Caste/ Religion  |                                      |
| <b>Bank Account Details</b>                                   |  |                                      |
| 15  | Bank A/c No.   |                                      |
| 16  | Name of the account holder                               |                                      |
| 17  | Branch/ IFSC Code  |                                      |
| <b>Details of Fees Paid</b>                                   |  |                                      |
| 18  | Last fees paid up to month:                              |                                      |
| 19  | Sports Fee:  | Development Fee:                     |
| 20  | Activity Fee:  | Library Fee:                         |
| 21  | Exam Fee:  | E- Learning Fee:                     |
| 22  | Tuition Fee:   | Misc (If any):                       |
| <b>Feedback from parent (Tick appropriate one) (optional)</b> |  |                                      |
| 23  | Quality of Education                                     | Excellent/ V Good/ Good/Satisfactory |
| 24  | Infrastructure   | Excellent/ V Good/ Good/Satisfactory |
| 25  | Rate us  | ☆☆☆☆☆                                |
| 26  | Suggestions (if any)                                     |                                      |

Date:

Sign of Parent

**Part –B  
(To be Filled by Class Teacher)**

|                            |   |                  |
|----------------------------|---|------------------|
| 27                         | Student admitted to class and date of admission     |                  |
| 28                         | Admission No.                                       |                  |
| 29                         | Last date of attending the school                   |                  |
| 30                         | Total No. of working days                           |                  |
| 31                         | Total No. of days attended by the student           |                  |
| 32                         | Fee Concession                                      |                  |
| 33                         | Date of withdrawal                                  |                  |
| 34                         | Date of promotion to higher class                   |                  |
| 35                         | Fees paid up to month                               |                  |
| <b>Amount to be refund</b> |   |                  |
| 36                         | Caution Money:                                      | Development Fee: |
| 37                         | Activity Fee:                                       | Exam Fee:        |
| 38                         | Library Fee:  | Diary Fee:       |
| 39                         | Tuition Fee:  | Lab Fee:         |
| 40                         | E Learning Fee:                                     | Sports Fee:      |
| <b>Checklist</b>           |   |                  |
| 41                         | Verified data furnished by parent                   |                  |
| 42                         | Rank of parent not to be mentioned in the TC        |                  |
| 43                         | Individual folder/documents/items handed over       |                  |
| 44                         | Misc dues if any (Write <b>NIL</b> if no dues)      |                  |
| 45                         | Master register verified & name struck off strength |                  |
| 46                         | Name struck off from Bulk SMS database              |                  |
| 47                         | TC SI No. and date of issue of TC                   |                  |

Date:

Sign of Class teacher

**Remarks by HM**

**Rec/Not Rec**

Date:

Sign of HM

**Remarks of Accts Asst/Clerk**

CM Register Page No. .... Sl.. No.....  
 Total Refund admissible.....

**Remarks of ED**

Date:

| RECEIPT DETAILS  | PAYMENT DETAILS                                   |
|--|---|
| Certified that I.....<br>have received an amount of Rs.....<br>Rupees.....<br>From AF School Chabua on..... Vide<br>Cash/Cheque No..... along<br>with TC | Paid Rs.....<br>Rupees.....<br><br>Sign of Parent |

