

Due to prevailing lockdown situation where-in physical movement is restricted and social distancing is advised, parents, who seek to apply for Transfer Certificate are requested to download the application form annexed and send the duly filled in form to the school mail, jpsgangapada@gmail.com for necessary action at our end.

APPLICATION FOR TRANSFER CERTIFICATE

To

The Principal
Jupiter Public School
Gangapada, Khordha

Madam,

We may please be issued with the transfer Certificate (TC) in favour of our child/ward.

We have cleared the dues till the Month of _____ Year _____.

The necessary particulars are given below:

A. Name _____ Class _____ Sec _____ School No. _____
Admission No. and year _____ Date of leaving School _____
Reason of leaving _____

B. Present Address _____
_____ Contact No. _____
Corresponding Address in future, if necessary _____

C. Subjects Studied: 1. _____ 4. _____
(Main subjects only) 2. _____ 5. _____
 3. _____ 6. _____

D. Extra Curricular Activity _____
(If taken part in)
(Games/ Sports etc.)

E. E-mail Id for future correspondence _____

Date:

Yours Faithfully,

Place:

Full Signature of Mother:-

Full Signature of Father:-