



WEST POINT SCHOOL

KATJURIDANGA-KESRA ROAD, P.O. KENDUADIHI, DIST - BANKURA, Pin : 722102 (W.B.)

Phone No : 03242 - 244199

* Email : westpointbankura@gmail.com

* Website : www.westpointbankura.org

TRANSFER CERTIFICATE

Book No : _____ Admission No : _____ Serial No : _____

1. Name of Pupil : _____
2. Mother's Name : _____
3. Father's / Guardian's Name : _____
4. Date of Birth (In Christian Era) according to Admission & Withdrawal Register : _____
(In words) _____
5. Nationality : _____
6. Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC : _____
7. Date of first Admission in the School with class : _____
8. Class in which the pupil last studied (In figures) : _____ (In words) _____
9. School / Board Annual Examination last taken with result _____
10. Whether failed, if so once / twice in the same class : _____
11. Subject : _____
12. Whether qualified for promotion to the higher class : _____
If so to which class (in figures) : _____ (In words) _____
13. Month upto which the pupil has paid school dues _____
14. Any fee concession availed of, if so, the nature of such concession : _____
15. Total No. of working days in the academic session : _____
16. Total No. of working days pupil present in the school : _____
17. Whether NCC Cadet / Boy Scout / Girl Guide (details may be given) : _____
18. Games played or extracurricular activities in which the pupil usually took part (mention achievement level therein)

19. General Conduct : _____
20. Date of Application Certificate : _____
21. Date of Issue Certificate : _____
22. Reasons for leaving the School : _____
23. Any other Remarks : _____

Signature of Class Teacher

Checked by
(with full name and designation)

Signature of Principal with Date
School Seal

* Transfer Certificate should be issued only under the signature of the regular Principal / Vice Principal and it should be counter-signed by an officer not below the rank of District Inspector of School / Deputy Director of Education / Education Officer of the Education Deptt. of the State / Union Territory concerned. In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school transfer certificate of a previous school of such a student may be countersigned by the Regional Officer of the Board or the Asst. Commissioner of the KVS or the Deputy Director, Navodaya Vidyalaya Samiti in India or an Officer of the Board at the Head Quarters and by the First Secretary / Attach / Cultural Attache or an equivalent office of the Embassy / High Commission of India in the concerned country in respect of students studying in an affiliated school of the CBSE situated outside the country and the student shall not be admitted to a school without such a counter signature. Assistant Commissioners, KVS have also been authorized to countersign the Transfer Certificates issued by the schools run by Directorate General, Border Security Force.