

## TC FORMAT

TC No:	Year :	School Code:	Admission No:	Book No:
1.	<b>Name of the Pupil</b>			
2.	<b>Gender</b>			
3.	<b>Father's / Mother's / Guardian's Name</b>			
4.	<b>Nationality / Religion / Mother Tongue</b>			
5.	<b>Whether the Pupil belongs to Scheduled Caste or Scheduled Tribe or OBC</b>			
6.	<b>Date of first Admission in the School with Class</b>			
7.	<b>Date of Birth (in Christian Era) according to Admission Register (in Figures / in Words)</b>			
8.	<b>Class in which the Pupil last Studied (in Figures / in Words)</b>			
9.	<b>School / Board Annual Examination last Taken with Result</b>			
10.	<b>Whether Failed, if so, once / twice, in the same Class</b>			
11.	<b>Subjects Studied</b>			
12.	<b>Whether qualified for Promotion to the higher class, if so, to which class (in Figures / Words)</b>			
13.	<b>Months upto which the School dues paid</b>			
14.	<b>Any Fee Concession availed of, if so, the nature of such Concession</b>			
15.	<b>Total Number of Working Days / Total Number of Days Present</b>			
16.	<b>Whether NCC Cadet / Boy Scout / Girl Guide (details may be given)</b>			
17.	<b>Games Played or extra-curricular activities in which the Pupil usually took part (mention achievement level therein)</b>			
18.	<b>General Conduct</b>			
19.	<b>Date of Application for Transfer Certificate</b>			
20.	<b>Date of issue of Transfer Certificate</b>			
21.	<b>Reason for Leaving the School</b>			
22.	<b>EMIS No.</b>			
23.	<b>CBSE Registration No.</b>			

Signature of the Class Teacher

School Seal      Signature of the Principal