

ARMY PUBLIC SCHOOL KOLKATA, TC APPLICATION FORM

**YOUR KIND ATTENTION : TC WILL BE PROVIDED AFTER 10 WORKING DAYS EXCLUDING SUNDAY/ HOLIDAYS  
PLEASE PLAN YOUR PROGRAMME AND APPLY ACCORDINGLY**

(Application to be deposited duly filled up along with Fees Book & Library Card)

Parents particulars      Rank \_\_\_\_\_

From : Name of Father(As per Bank Account for Security refundable cheque) \_\_\_\_\_

Unit or present address      \_\_\_\_\_

Phone/contact No      \_\_\_\_\_

Relation with student      \_\_\_\_\_

Under posting to (Unit address) \_\_\_\_\_

**Name of Mother** \_\_\_\_\_

To, The Principal, APS Kolkata

TC NO \_\_\_\_\_

REQUEST FOR ISSUE OF TC

Dt \_\_\_\_\_

Dear Sir/Madam,

Cheque No \_\_\_\_\_

1. I beg to lay down the following few lines for your consideration please.
2. I wish to take the TC/withdraw my ward for the following reasons (Tick out one)
  - (a) Proceeding on permanent posting/transfer.
  - (b) To accommodate in any other schools nearer to my house.
  - (c) Parents choice.
3. **Details of my ward are as under (To be filled up by the parents):-**
  - (a) Correct Name (In Capital)(As per Adm Record) \_\_\_\_\_
  - (b) Admission No \_\_\_\_\_ (c) Date of birth (DD/MM/YY) \_\_\_\_\_
  - (d) Class & Section \_\_\_\_\_ (e) Nationality/Religion \_\_\_\_\_
  - (f) Whether the candidate belongs to SC/ST/OBC(As per Adm Record) \_\_\_\_\_
  - (g) Whether NCC Cadet/Boy Scout/Girl Guide) \_\_\_\_\_
  - (h) Fees paid upto the Month(Fees book to be shown) \_\_\_\_\_
  - (j) Insurance paid (Yes/No), if paid give date \_\_\_\_\_
  - (k) TC required on date \_\_\_\_\_
4. **Details of my ward are as under (to be filled up by the class teacher):-**
  - (a) Date of last attendance in this school \_\_\_\_\_
  - (b) Total number of working days \_\_\_\_\_
  - (c) Total number of working days present \_\_\_\_\_
  - (d) Subjects :- 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_
  - (e) Conduct \_\_\_\_\_
  - (f) Co-Curricular activities \_\_\_\_\_
  - (g) Promoted/Not Promoted/Detained in same class \_\_\_\_\_
  - (h) Name and signature of the class teacher : \_\_\_\_\_
5. **Clearance from Librarian/NCC/Game teachers :-**
  - (a) Classes II to XII (For Librarian) : \_\_\_\_\_
  - (b) Classes VI to XII (For Game/NCC teachers) \_\_\_\_\_

Dated :

(Signature of parent)

**NOTE : CANCELLED CHEQUE MAY PLEASE BE ATTACHED WITH THIS FORM FOR SECURITY**

**DEPOSIT(REFUND)**