



TRANSFER CERTIFICATE

# ROYAL ACADEMY

*Sr. Secondary School (Affiliated to CBSE)*

School: Beside R.I. Office, Patharghata Road

P.O.: Matigara-734010, Dist.: Darjeeling; Ph.: 2571972(S) / 9609357773(S)

Registered Office : Jamunalal Bajaj Street, Khalpara, Siligurii-05; Ph.: 2502082 (O)

Visit us at: [www.royalacademymatigara.org](http://www.royalacademymatigara.org)

Affiliation No.: 2430068

School Code: 15691

Book No. ....16.....

Sl. No. ....

Admission No. ....

849

1. Name of Pupil \_\_\_\_\_
2. Mother's Name \_\_\_\_\_
3. Father's/Guardian's Name \_\_\_\_\_
4. Date of birth (in Christian Era) according to Admission & Withdrawl Register  
(in figures) \_\_\_\_\_ (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. Subjects Studied: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_
12. Whether qualified for promotion to the higher class \_\_\_\_\_  
if so, to which class (in fig.) \_\_\_\_\_ (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 Scout (details may be given) \_\_\_\_\_
18. Games played or extra curricular activities in which the pupil usually took part.  
(mention achievement level therein) \_\_\_\_\_
19. General conduct \_\_\_\_\_
20. Date of application for certificate \_\_\_\_\_
21. Date of issue of certificate \_\_\_\_\_
22. Reason for leaving the school \_\_\_\_\_
23. Any other remarks \_\_\_\_\_

Signature of  
classteacher

Checked by  
(with full name & designation)

Signature of  
Principal with date & school seal