

ARMY PUBLIC SCHOOL, MEERUT CANTT

**GUIDELINES FOR OBTAINING TRANSFER
CERTIFICATE**

Step 1. Parents are requested to download Clearance Form and Security Refund Form from the school website www.apsmeerut.com, ten days prior from the day of receiving TC. Parents can also collect Clearance Form and Security Refund Form from the office in Primary Wing/Senior Wing.

Step 2. Complete the Clearance Form and Security Refund Form and deposit in the Main Office (Senior Wing).

Step 3. Transfer Certificate (TC) will be issued after seven days of depositing Clearance Form and Security Refund Form in the office.

Note 1. Parents are required to confirm the details mentioned in the Clearance Form are correct and in Security Refund Form the name of the person in favour of whom RTGS needs to be sent is correct

2. Parents who can not collect TC and need to leave immediately can leave duly completed form with a self addressed registered envelop for dispatch of Transfer Certificate.

PRINCIPAL

ARMY PUBLIC SCHOOL, MEERUT CANTT
REFUND OF SECURITY MONEY OF STUDENT

Received Rs. _____ (Rupees _____)

by RTGS _____ dt _____ from Army Public School, Meerut on account of
security money in respect of my ward :-

Master/Miss _____ Adm No. _____ Class & Sec _____

Date of School left _____ Transfer Certificate No. _____

Name of Account Holder _____ Name of Unit _____

Student's Mother's Name _____ MOBILE NO. _____

E-MAIL ID _____ BANK IFSC CODE NO. _____

BANK ACCOUNT NUMBER _____ NAME OF BANK _____

Note : Name of father/Mother/Guardian must be correct and as per the details given in the bank

(SIGNATURE OF PARENT)

ARMY PUBLIC SCHOOL, MEERUT CANTT
CLEARANCE CERTIFICATE OF STUDENT

Master/Miss _____ Admission No. _____
Class _____ Section _____ Date of Birth _____ of this School is to be issued
TC. You are, therefore, requested to sign against your name/deptt if no dues is/are held against
him/her.

E-MAIL ID _____ FATHER'S NAME & RANK _____

MOBILE NO. _____ MOTHER'S NAME _____

Name of Class Teacher _____ Signature of Class Teacher _____

Total working days _____ Total present days _____ Date of school left _____

Signature of Librarian _____ Signature of Bus Incharge, if using _____

Signature of MI Room Incharge _____ Security Money Refunded Rs _____

VSK Paid Jul 201 _____ Fee & AC Paid Upto _____ **SIGN OF FEE INCHARGE** _____

CLASS TEACHER PLEASE HANDOVER MARKS SHEET/RESULT SHEET OF THE STUDENT TO HIS/HER PARENTS AT THE TIME OF CLEARANCE.

TC & SECURITY OF STUDENT WILL BE ISSUED AFTER A WEEK FROM THE DATE OF SUBMISSION OF CLEARANCE FORM IN THE OFFICE

Name of the school where child will be taking admission (For class I to IX) :