

APPLICATION FOR TRANSFER CERTIFICATE AND CONDUCT CERTIFICATE

I (Enrolment No.....)
was a student of course and I have
completed/discontinued the course during(Month/Year). I may
kindly be issued the Transfer Certificate & Conduct Certificate.

Station:

Date: **Signature of the candidate**

1. Concerned Department

a) **Department Library** :

b) **Department Lab/Any other dues** :

Note: In case of discontinued student the Head of the Department is requested to specify the
date of leaving of the Student.....

Signature of the Head of the Department

2. Hostel

Signature of the Warden

3. Central Library

Signature of the Librarian

3.1. Faculty Library

Signature of the Librarian

4. Finance Section

a) Fee payment Details	Chalan No.	Date	Amount
Semester/Year			

b) **No Dues Certificate** **Signature of the Finance Officer**

DEAN Office Use

Orders of the Dean: Issue the T.C. & C.C.

Signature of the Dean

Received the T.C. & C.C

Signature of the Candidate

Head of the Department