

APPLICATION FOR TRANSFER CERTIFICATE

FROM:

NAME : _____

FATHER'S : _____

MOTHER'S NAME: _____

RESIDENTIAL ADDRESS: _____

_____ Tel. No. : _____



TO

THE PRINCIPAL,
PSG POLYTECHNIC COLLEGE
PEELAMEDU, COIMBATORE-04

THROUGH

HEAD OF THE DEPARTMENT
DEPARTMENT OF.....
PSG POLYTECHNIC COLLEGE
PEELAMEDU, COIMBATORE-04

With due respect, I wish to inform you that I have completed /discontinuing my.....Diploma course during the academic year 20 -20 . Hence in this regard, I request you to issue me with my Transfer Certificate. I assure that, I will complete all necessary formalities and submitted all required documents for the same.

PARTICULARS FOR THE CLASSES ATTENDED ARE AS FOLLOWS:

1	Department	
3	Roll No.	
4	Academic year (I st /II nd /III rd)	

Date of Birth: _____ Place of Birth: _____

CAUTION DEPOSIT TRANSFER DETAILS

Name of the Beneficiary		Type of Account:SB/CA/CCOD	
IFSC Code:		Account No.	
Destination Bank name		City / Centre	
Destination Branch		Telephone / Mobile no	

I certify that above given details are true to my knowledge

Yours faithfully,

Signature of the Parent

Signature of the Student

Tutor

HoD

(For Office use only)

Name: _____

Dated _____ Receivers' Sign _____

Remarks: _____

.....
#Enclose: Photo copies of all the statement of marks, if applicable for verification.