



St. John's Diocesan Girls' Higher Secondary School

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PN-IX

PROCEDURE & DOCUMENTS REQUIRED FOR TRANSFER CERTIFICATE:-

- 1. APPLICATION (HARD COPY) ADDRESSED TO THE PRINCIPAL (BOTH THE PARENTS OF THE WARD MUST BE APPLICANTS)- 2 COPIES**
- 2. MENTION THE CLASS & YEAR OF ADMISSION OF THE WARD IN THIS SCHOOL IN THE APPLICATION**
- 3. PHOTOCOPY OF THE ANNUAL RESULT OF 2025 SESSION (BOTH SIDE) - 1COPY**
- 4. SCHOOL FEES INCLUDING ALL SESSION CHARGES AND OTHER CHARGES HAS TO BE CLEARED TILL APRIL 2026, IF APPLIED BY 15/05/2026.**
- 5. PHOTOCOPY OF THE FEES CLEARANCE CERTIFICATE THAT HAS TO BE OBTAINED FROM THE ACCOUNTS DEPARTMENT**
- 6. T.C. CHARGE RS.100/- TO BE DEPOSITED TO THE BANK & THE PHOTOCOPY OF THAT COUNTER FOIL**
- 7. BIRTH CERTIFICATE PHOTOCOPY**
- 8. SELF ATTESTED PHOTOCOPY OF THE ID PROOF (VOTER-ID/PAN CARD/PASSPORT/AADHAR CARD) OF BOTH THE PARENTS OF THE WARD**
- 9. LIBRARY CLEARANCE (CLASS VI-XII) TO BE OBTAINED FROM THE LIBRARIAN**

Priswas

Teacher-in-Charge

DATE- 21/04/2026