

**TC/CAUTION MONEY APPLICATION FORM: AF SCHOOL JAMMU**

To  
The Principal/ HM  
Madam/ Sir

**PART-I (to be filled by parent)**

1. It is requested that Transfer Certificate in respect of my daughter/son.....  
.....of class.....section.....  
as (please specify the reason).....  
.....

Date:

**Name and signature of parent**

**PART-II (to be filled by Class Teacher)**

2. It is certified that.....of class.....section.....  
Admission number.....has paid all dues outstanding against her/him up  
to.....
3. Subjects studied: 1.....2.....3.....  
4.....5.....6.....7.....
4. Any fee concession availed (If yes, specify reasons).....
5. Whether the pupil belongs to SC/ST.....
6. School/Board Annual examination last taken with result.....
7. Whether failed, if so once/twice in the same class.....
8. Whether qualified for promoted to the higher class.....
9. Total no of working days.....total attendance.....
10. Whether NCC Cadet/Boy Scout/Girl guide (Details may be given).....
11. Games/Extra Curricular activities.....
12. Insurance paid till.....
13. Any other remarks.....

Date:

**Sign Class teacher**

**PART-III (to be filled by parent)**

14. It is requested that caution money in respect of my ward may also be refunded through **NEFT** to my bank account. My bank credentials are as follows (Front page of bank pass book enclosed):-

- (a) Name of beneficiary as per bank pass book .....
- (b) Account number .....
- (c) Name of bank & branch name .....
- (d) IFSC code .....
- (e) Address as per bank record .....
- (f) Contact number .....
- (g) Alternate contact number .....

Date:

**Name & Signature of parent**

15. Certified that I have verified bank details of parent: **Sign office clerk**

16. Certified that I have reconciled caution money details: **In-charge Fee**

17. Counter signature **Principal/HM**

(Rs.....refunded vide cheque no.....dated.....)

**Sign Sr Accountant**

**Sign WO ICAF School**

**Sign ED**