

**ATOMIC ENERGY CENTRAL SCHOOL – 1**  
**KALPAKKAM**

**Transfer Certificate (TC) – Procedure**

**i) Transfer Certificate (TC)**

- 1) Parent should approach school office and give the application in the prescribed format for getting TC.
- 2) School office will inform the parent has to pay the school fee (or) not upto the TC withdrawn period. If required fee should be paid through online.
- 3) TC will be issued from the school office after three working days.

**ii) Duplicate Transfer Certificate (TC)**

- 1) FIR should be filed if TC is lost.
- 2) Parent / Student should approach the school office and give the application in the prescribed format along with FIR copy for getting TC.
- 3) Rs.100/- fee should be paid through online for Duplicate TC and the receipt to be submitted in the school office at the time of getting TC.
- 4) TC will be issued from the school office after three working days.

  
**PRINCIPAL**