

From: The Head of the Institution

 Mdl:

To,
The Secretary
District Common Examinations Board,
Hanumakonda.

Sir / Madam,

Lr.No : Date:-.....-20.....

I here with submit the application for issue of New Record Sheet / Transfer Certificate Book in the proforma annexed. I submit the required information and will be held responsible for any false information.

1. Name of the institution :
 :
 Mandal:Pin Code.....

2. UDISE Code

3	6	1									
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3. If Private, did you obtain recognition for the present academic year (**if yes, enclose order copy**) : Yes / No / Not Applicable

4. Total Strength Class wise (Present Academic Year)

Class	I	II	III	IV	V	VI	VII	VIII	IX	X	TOTAL
EM											
TM											
UM											
TOTAL											

5. Fee details (Challan / DD in favour of **Chairman & Secretary, DCEB, Hanumakonda**) : Rs:..... Date:
 : No:

6. Previous, completed R.S Book / TC Book No. :
 and leaves No's . From To
(Enclose Copy of RS/TC Book First Page & Last Page)

7. Is it assigned to receive the R.S Book / T.C Book to any one ? if so, mention her / his name and :
 designation (**Enclose copy of the ID Proof**) & Mobile No :

8. Signature of the assigned person :

9. Signature of the Head of the institution / Correspondent with Stamp : Cell No:
(Enclose copy of the ID Proof)

Seal

RECOMMENDATION OF INSPECTING OFFICER

This is to certify that I have visited the school and verified the old Record Sheet Book / Transfer Certificate Book issued to the school with reference to the admission register found that old Record Sheet Book / Transfer Certificate Book has been exhausted. The Record Sheet Book / Transfer Certificate Book not being misused and utilized properly.

The Institution is following all the conditions and syllabus prescribed by the Government from time to time. Hence Recommended.

Exhausted R.S. Book / T.C. Book bearing No:..... Leaves from To

NOTE: {To be signed by Mandal Educational Officer or Mandal Nodal Officer or School Complex HM } **In case of All Govt. Management of PS / UPS & For PS / UPS / HS of Private Managements. (Except all Govt. Management High Schools)**

Date:.....

Mobile No:.....

Authorized Signature
(With Stamp)

FOR OFFICE (D.C.E.B., HANUMAKONDA) USE (CHECK LIST)

- 1. Recognition Certificate (In case of Private). Yes / No / NA
- 2. Challan (DCEB Copy) Yes / No
- 3. Copy of the Previous RS / TC Book First & Last Page Yes / No
- 4. ID Prof of Head of the Institution OR Receiver Yes / No
- 5. Signature of Head of the Institution & Receiver Yes / No
- 6. Signature of the inspecting Officer Yes / No / NA
- 7. Accepted / Rejected
- 8. If rejected reasons

Serial Number of RS / TC Book issue Register :.....

Serial Number of New RS / TC Book :.....

RS / TC Book Leaves No's : From To

Signature of RS / TC Book Receiver :

Initial

Authorized Signature

RS / TC Book Challan <i>Bank Copy</i>	
DISTRICT COMMON EXAMINATIONS BOARD	
HANUMAKONDA	
INDIAN OVERSEAS BANK	
Branch: Hanamkonda	
Beside: D Mart, Subedari, Hanumakonda.	
Date:.....	
Paid into the Credit of S.B.A/c.No.	
017301000007115 , Chairman & Secretary,	
DCEB, Hanumakonda for Rs:.....	
in words Rupeestowards	
Record Sheet Book/Transfer Certificate Book.	
School:	
School U-DISE:.....	
Mandal :	
Note: Pay Separate Challan for TC Book & Record Sheet Book	
S.No.	Amount
1	For Govt. Schools Record Sheet Book Rs: 250 TC Book Rs: 500
2	For Private Schools Record Sheet Book Rs: 500 TC Book Rs: 1000
Total Rs:	
Signature of the HM/Principal (with Seal)	
Cashier	Passing Officer

RS / TC Book Challan <i>School Copy</i>	
DISTRICT COMMON EXAMINATIONS BOARD	
HANUMAKONDA	
INDIAN OVERSEAS BANK	
Branch: Hanamkonda	
Beside: D Mart, Subedari, Hanumakonda.	
Date:.....	
Paid into the Credit of S.B.A/c.No.	
017301000007115 , Chairman & Secretary,	
DCEB, Hanumakonda for Rs:.....	
in words Rupeestowards	
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RS / TC Book Challan <i>DCEB Copy</i>		
DISTRICT COMMON EXAMINATIONS BOARD		
HANUMAKONDA		
INDIAN OVERSEAS BANK		
Branch: Hanamkonda		
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Date:.....		
Paid into the Credit of S.B.A/c.No.		
017301000007115 , Chairman & Secretary,		
DCEB, Hanumakonda for Rs:.....		
in words Rupeestowards		
Record Sheet Book/Transfer Certificate Book.		
School:		
School U-DISE:.....		
Mandal :		
Note: Pay Separate Challan for TC Book & Record Sheet Book		
S.No.	Particulars	Amount
1	For Govt. Schools Record Sheet Book Rs: 250 TC Book Rs: 500	
2	For Private Schools Record Sheet Book Rs: 500 TC Book Rs: 1000	
Total Rs:		
Signature of the HM/Principal (with Seal)		
Cashier	Passing Officer	