



॥ विद्या योगेन रक्ष्यते ॥

भारतीय शिक्षा बोर्ड (BSB)

(A National School Education Board)

No. BSB/CE/Circular/TC_Format/2025

Dated: 13.08.2025

The Principal

All the Schools Affiliated to Bhartiya Shiksha Board

Subject: Implementation of format of Transfer Certificate mentioned at Annexure-I of Examination Bye-laws of the Board.

Madam/Sir,

It has been observed that the schools affiliated to the Bhartiya Shiksha Board are not issuing T.C. to the students on the format as mentioned in Examination Bye-laws of the Board. Sometimes they use the page of the scholar register maintained by them. This practice is not appreciable and should be stopped.

You are requested to issue Transfer Certificate to the students on leaving the school on the format as per Annexure-I of Examination Bye-laws of the Board. A copy of the format annexed at Annexure-I of Examination Bye-laws of Bhartiya Shiksha Board is enclosed for your ready reference.

Yours faithfully,

Rajbir Singh
Rajbir Singh

Controller of Examination

Encl: As above

13/08/25



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श्रीमान प्रधानाचार्य

भारतीय शिक्षा बोर्ड से संबद्ध सभी विद्यालय

विषय: बोर्ड के परीक्षा उपनियमों के अनुलग्नक-I में उल्लिखित स्थानांतरण प्रमाणपत्र (TC) के प्रारूप का कार्यान्वयन ।

महोदया/महोदय,

यह देखा गया है कि भारतीय शिक्षा बोर्ड से संबद्ध विद्यालय, बोर्ड के परीक्षा उपनियमों में उल्लिखित प्रारूप पर छात्रों को स्थानांतरण प्रमाणपत्र जारी नहीं कर रहे हैं। कभी-कभी वे अपने द्वारा बनाए गए छात्र रजिस्टर के पृष्ठ का उपयोग करते हैं। यह प्रथा अनुचित है और इसे रोका जाना चाहिए।

आपसे अनुरोध है कि विद्यालय छोड़ने पर छात्रों को बोर्ड के परीक्षा उपनियमों के अनुलग्नक-I में दिए गए प्रारूप पर स्थानांतरण प्रमाणपत्र जारी करें। भारतीय शिक्षा बोर्ड के परीक्षा उपनियमों के अनुलग्नक-I में दिए गए प्रारूप की एक प्रति आपके त्वरित संदर्भ के लिए संलग्न है।

भवदीय,

राजबीर सिंह
राजबीर सिंह 13/8/2025

परीक्षा नियंत्रक

12/8/25

संलग्न: ऊपर जैसा

FORMAT OF TRANSFER CERTIFICATE

**SCHOOL NAME WITH COMPLETE ADDRESS AS RECORDED IN THE
AFFILIATION BRANCH OF THE BOARD ALONG WITH SEAL**

Affiliation No. School Code.....

Book No Sl. No. Admission No.

1. Name of Pupil
2. Mother's Name
3. Fathers/Guardian's Name.....
4. Date of birth (in Christian Era) according to Admission & Withdrawal Register
(in figures).....(in words).....
5. Nationality.....
6. Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC
7. Date of first admission in the School with class
8. Class in which the pupil last studied (in figures).....(in words).....
9. School/Board Annual examination last taken with result.....
10. Whether failed, if so once/twice in the same class.....
11. Subjects Studied: 1.....2.....3.....4.....5.....
12. Whether qualified for promotion to the higher class.....
If so, to which class (in fig.).....(in words).....
13. Month up to which the pupil has paid school dues
14. Any fee concession availed of. If so, the nature of such concession.....

15. Total No. of working days in the academic session.....
16. Total No. of working days pupil present in the school.....
17. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given).....
18. Games played or extra curricular activities in which the pupil usually took part
(mention achievement level therein).....
19. General conduct.....
20. Date of application for certificate.....
21. Date of issue of certificate.....
22. Reasons for leaving the school.....
23. Any other remarks.....

Signature of
class teacher

Checked by
(with full name and designation)

Signature of Principal with date
School SEAL

Transfer certificate should be issued only under the signatures of the regular Principal/Vice Principal and it should be counter-signed by an officer not below the rank of District Inspector of Schools/ Deputy Director of Education/Education Officer of the Education Deptt. of the State/Union Territory concerned. In case of a student migrating from one BSB affiliated school to another BSB affiliated school the transfer certificate of a previous school of such a student may be countersigned by the Authorised officer of the Board.