



THE POONA GUJARATI KELVANI MANDAL'S
HARIBHAI V. DESAI COLLEGE OF ARTS, SCIENCE & COMMERCE
(Autonomous)

Desai Brothers Vidya Bhavan, 596, Budhwar Peth, Pune – 411002

Application for Transfer Certificate

I hereby request you to kindly issue me the transfer certificate. My Details are as under:

Sr. No.	Details	Particulars
1	Full Name (IN BLOCK LETTERS) (Surname, First Name, Middle Name)	
2	Mother's Name	
3	Date of Birth:	
4	Mobile Number:	
5	Email ID:	
6	Year of Admission:	
7	Last Attended Class:	
8	Reason for withdrawal:	

Date : _____

Place : _____

Signature of Applicant

FOR OFFICE USE

MEMBER ID:

Sign of Librarian with Date:

Sign of Concerned Laboratory Assistant with Date (if applicable):

Sign of Concerned Accountant with Date:

Applicable Fees: ☐ ₹100/- (Rs. One Hundred)
(Application for TC is made within one year from the last examination session.)

☐ ₹200/- (Rs. Two Hundred)
(Application for TC is made after one year from the last examination session.)

Documents Attached: ☐ Statement of Marks ☐ Payment Receipt

Signature of Clerk with Date

Vice-Principal

Principal