

PROFORMA FOR OBTAINING T.C. BOOK / RECORD SHEET

1.	Name of the Institution	:	
2.	Range / Zone	:	
3.	Whether recognized or not	:	
	a) Period for which recognition is accorded valid	:	
	b) Class for which the recognition is valuable (Medium wise)	:	
4.	Particulars of T.C. Book / Record Sheet Book received on the last occasion and its date of registered Book No. & also Sl.No.	:	
5.	a) Whether proposals have already been submitted in completed	:	
	b) If so at what stage they are laying and what level.	:	
	c) If not, the reasons for not preferring, submission of necessary proposals.	:	
	d) In case of permitted classes whether the students were permitted to set for the public examination in what particulars your (enclose relevant orders)	:	
6.	Whether prescribed cost of the Blank Record Sheet / T.C. book has been remitted in to the State Bank of Hyderabad Branch. The current cost in ₹...../-/₹...../- prepare the D.D. at S.B.H. Br. In favour of secretary D.C.E.B., Adilabad.	:	

7.	No. of Book applied for duly sub standing the necessary in case frequentation for more than one T.C. Book at a time.	:	
	a) No. of students who appeared for final examination the year.	:	
8.	I hereby declare that section are being run the Transfer Certificate is not being mis-used.	:	
9.	Name and designation of the responsible person from the institution of authorities to revise the Record Sheet / T.C. Book Attested specimen signature of the authroised person.	:	
10.	Specific remarks of the concerned inspecting authorities attested by his recommendation there of.	:	
11.	Certified that the particulars furnished above are verified and found to be true.	:	
12.	Remarks of the section concerned.	:	

SIGNATURE. *As the Head As*
Institution with Seal.