

APPLICATION FOR OBTAINING TRANSFER CERTIFICATE AND CHARACTER CERTIFICATE

To,
The Principal
R.C.O.E.M. Nagpur.

Date:- _____

Respected Sir,

I was a regular student of this college during the years from _____ To _____ and request you to issue Transfer Certificate and Character certificate to me.

My particulars are as under:-

Full Name :- (Ms/Mr.) _____
(First Name) (Last Name)

Fathers Name :- _____ Mothers Name :- _____

Program:- _____ Branch :- _____

Caste :- _____ (pls. attach photocopy of 12th leaving OR Caste validity Certificate)

UCO BANK , Katol Road Branch Account No:- _____

Enrolment No:- _____ Date Of Birth :- _____

Result of the Examination Pass/ Fail:- _____ Last Exam Roll No. :- _____

Nationality:- _____ Mobile No: - _____

No Dues Certificate from:-

➤ H.O.D.:- _____ Librarian :- _____

➤ Account Section :- _____ Dean T & P _____

➤ Hostel In charge:- _____ Work shop:- _____

➤ Prof. I/c Alumni Asso.:- _____ Scholarship :- _____ MIS Section:- _____

Cancellation of Admission before passing the programme.

Dean Admission: - _____ Cancelled on _____ from GEMS.

I have attached herewith the photocopy of mark list of Last Exam of B.E / M-Tech/ MCA/MBA/MBA(Int) and request you to kindly issues me above Certificates.

Thanking You,

Yours faithfully

(Signature of Candidate)

(FOR OFFICE USE ONLY)

Transfer certificate no. _____ Date _____ along with Character Certificate issued to above candidate.

Date:-

Signature of clerk