



Ref: Ref: ISWK/2022-23/GEN/062

Date: 22nd January 2023

CIRCULAR TO PARENTS
(Class XII: Batch 2022-2023)

Dear Parent,

The Transfer Certificate and the Bonafide cum Conduct Certificate for Class XII (2022-2023) will be issued to the students after the All India Senior School Certificate Examination, only when they have cleared all the dues to the school.

All installments of fees for 2022-2023 are to be cleared before the Admit card is issued. Each student is also required to obtain clearance from the departments given below before 31st January 2023 and proceed to apply for TC ONLINE through MCB (School ERP) before 5th April 2023.

Also, please fill in the Datasheet for Character Certificate/testimonial and submit it to the Class Teacher, to help us to issue a testimonial if needed. Please strictly follow the instructions given concerning the provision of data.


D. N. Rao
Principal

CLEARANCE FORM
Class XII

Name (Master/ Miss) _____ Class _____ Sec _____		
CBSE Roll No: _____ GR.No. _____ Date: _____		
FROM	NAME OF TEACHER / OFFICIAL	SIGNATURE
FEE COUNTER	Fees paid till March 2022	
	TC Processing fee R.O. 5/-	
SCIENCE LAB. INCHARGES (No equipment damaged)	Physics	
	Chemistry	
	Biology	
	Engineering Graphics	
COMPUTER LAB. INCHARGES	Lab-I	
	Lab-II	
LIBRARIAN (All Library books are returned)		
P.E. TEACHER (All equipment returned)		
CLASS TEACHER Locker Keys		
SIGNATURE OF STUDENT Received Admit Card and Report Card		

DATA FOR CHARACTER CERTIFICATE / TESTIMONIAL

(To be filled in by the student. One copy is to be handed over to the Class Teacher. Students who require the bonafide certificate, kindly send a mail with the table of achievements, attaching the copy signed by the teacher, to office@iswkoman.com for the Certificate to be issued.)

Please note:

Students should fill in the columns given below with verifiable information of all details. Class, Section and year of participation should be given and information should be signed by the teacher concerned. Any information, which is not verifiable and not signed by the teacher, will not be included in the testimonial. If required, please attach an additional sheet.

Name (Master/Miss) _____ Class _____ Sec _____				
CBSE Roll No _____		G. R. No. _____		
ACADEMIC ACHIEVEMENTS:				
(mention awards) (Please mention the subjects of competitive exam)	Class	Sec.	Year	Sign
CO-CURRICULAR ACTIVITIES: (inter house, inter school and other important functions and activities)				
a) Participation:	Class	Sec.	Year	Sign
b) Awards won, if any:	Class	Sec.	Year	Sign
SPORTS & GAMES:				
a) Participation:	Class	Sec.	Year	Sign
b) Awards won, if any:	Class	Sec.	Year	Sign
COMMENTS OF THE CLASS TEACHER CONCERNING CONDUCT, ETC				

Name & Signature of Class Teacher: _____