

Date:5.3.2024

To,  
The Principal

[REDACTED]  
[REDACTED]

**Subject: Request for Issuance of Transfer Certificate**

Dear Mr. [REDACTED]

1. The present representation is made on behalf of Mr. [REDACTED] whose ward, namely, [REDACTED] (hereinafter referred to as 'ward') studied in your esteemed school from Play Nursery to Vth standard in another branch of your school and from VI<sup>th</sup> Standard to VIII<sup>th</sup> in the present school. I am writing to request a **Transfer Certificate** (hereinafter referred to as "TC"). Her VIII<sup>th</sup> Standard admission no is ADM.NO [REDACTED] Section VIII A for the session of 2022-2023.
2. Briefly, the facts are that Mr. [REDACTED] has applied for Transfer Certificate in 2023 which was denied by your school citing "non-payment of outstanding school fees". However, in the year 2020 during the period of Covid-19, you have exempted them from paying annual fees and other subsequent fees that are to be paid to the school. The admission was also done based on the understanding that the mentioned fees are waived off by your school and that Mr. [REDACTED] has to pay only the tuition fees. However, after getting the ward admitted, you started harassing him for payment of outstanding fees to the tune of Rs. 55,998. He has paid that amount in installments through the years and still has around some Rs. 20,000 due to be paid. On this basis, the issuance of TC has been withheld.

3. This refusal to issue TC is not just arbitrary but also unjustly impacts the right to education of the ward, since no school is willing to give her admission without a TC. As a result, she has lost one full term of school and cost her irreparable damage.
4. As per Rule 167 of The Delhi School Education Rules, 1973, the remedy available to your school for the non- payment of school fees is that the name of the students can be struck off from the rolls of the school. In fact, the High Court of Delhi *vide* order dated 11.07.2019 in *Court in its own Motion v. Directorate of Education & Anr*, W.P.(C) 6658/2019 has expressly clarified that the said Rule does not permit withholding of school leaving certificates.
5. In view of the above, the withholding of the TC violates the right to education of the ward, besides being arbitrary and contrary to law. I, therefore, request you to supply the TC of the ward within a period of seven days from the receipt of this communication.

Sincerely

  
Joicy

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