

Date:

To,

The District Director of Education

Zone XV, District West-A,

New Moti Nagar, New Delhi-15

Subject: Request for admission without Transfer Certificate

Dear Sir,

1. This is an application is made in lieu of a letter sent to the Principal [REDACTED] [REDACTED] Sr. Sec School (hereafter as 'the school'), [REDACTED], who failed to issue a Transfer Certificate for my daughter [REDACTED], Standard IX.
2. Briefly, the facts are that I have applied for a Transfer Certificate in 2023 which was denied by the school citing "non-payment of outstanding school fees". However, in the year 2020 during the period of Covid-19, I was exempted 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 aforementioned fees are waived off by the school and I only have to pay the tuition fees. However, after getting my daughter admitted, the school started harassing me for payment of outstanding fees to the tune of Rs. 55,998. I have paid that amount in installments through the years and still have around some Rs. 20,000 due to be paid. On this basis, the issuance of TC has been withheld.
3. On 4.3.2024 and 6.3.2024, my legal representative sent a letter to the school via email and speed post requesting for the Issuance of Transfer Certificate. The said letters are annexed as Annexure A (colly) for your kind perusal. I have made a request to provide the TC of my daughter within a weeks' time as admission is going to start soon. It is pertinent to mention that due to the non-issuance of TC, my daughter has already lost one whole academic year. She would otherwise be in standard X this year.
4. In view of the above, I earnestly request you to grant me permission to have my daughter admitted in a govt. school without the TC.

Sincerely

[REDACTED]

Father of [REDACTED]

[REDACTED]

[REDACTED]