

**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:-**

1. Full Name :-(Ms/Mr.) \_\_\_\_\_  
(First Name) (Last Name)

2. Fathers' Name :- \_\_\_\_\_ Mothers' Name :- \_\_\_\_\_

3. Program:- \_\_\_\_\_ Branch :- \_\_\_\_\_

4. Caste :- \_\_\_\_\_ ( pls. attach proof-photocopy of 12<sup>th</sup> leaving & Caste validity Cert.)

5. UCO BANK , Katol Road Branch Account No:- \_\_\_\_\_

6. Enrolment No:- \_\_\_\_\_ 7. Date Of Birth :- \_\_\_\_\_

8 Result of the Exam (Pass/Fail) & last Roll No:- \_\_\_\_\_ 9. \_\_\_\_\_@rk nec.edu  
(Email A/c will get deleted)

10. Nationality:- \_\_\_\_\_ 11. Mobile No: - \_\_\_\_\_

**12. No Dues Certificate from:-**

➤ H.O.D.:- \_\_\_\_\_ Librarian :- \_\_\_\_\_

➤ Account Section :- \_\_\_\_\_ Dean T & P \_\_\_\_\_

➤ Hostel Incharge :- \_\_\_\_\_ Work shop:- \_\_\_\_\_

➤ Prof. /C Alumni Asso:- \_\_\_\_\_ Scholarship Clerk:- \_\_\_\_\_

➤ Prof. /C Website:- \_\_\_\_\_ MIS Section:- \_\_\_\_\_

**13. Cancellation Certificate (if admission is cancelled before passing the course) from**

1. Dean Admission: - \_\_\_\_\_ 2. Cancelled on Dt:- \_\_\_\_\_ 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