

**Standard Operating Procedure for students requesting documents like – Transfer Certificate, Marks cards, Bonafide certificate, study and conduct certificate, letters for article 371, rural, scholarship letters, fee receipts for IT, transfer of store fund to school fee, refund of excess fees etc.**

1. Write a letter describing in detail about the kind of document needed with proper reasoning and necessary documents.
2. Obtain school/college fee and store fees due status on this letter from the office.
3. Obtain the permission of the Dean and of the Principal only in case of non-availability of the Dean on the letter.
4. Submit the signed letter to the office and the same will be entered in the inward register. Pay the nominal fee as advised by the office for the issue of the document.
5. Office shall prepare the necessary document as per the directions in the letter.
6. Office shall produce the document for principal's signature. In case the principal is not available, one of the following may sign the document on behalf of the Principal; Vice Principal-CBSE, Head Cambridge School, Head PUC or Senior teacher in respective department with a copy to be submitted to Principal's perusal.
7. Office shall issue the document upon indicating the outward number.