

**Service Certificate in the Present School**  
**[Under Rule 6 (b)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Date of Joining in the Present School: \_\_\_\_\_

Category of the Present School \_\_\_\_\_ Completed Service in the present school  
as on 31.08.2015 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days.

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars of the individual furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities I am / we are, liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the DyEO / MEO / Headmaster

**Service Certificate of Total Service**  
**[Under Rule 6 (d)(ii)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Date of Joining in the Service: \_\_\_\_\_ Completed Service in total from the  
joining in Service as on 31.08.2015: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days.

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars of the individual furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities I am / we are, liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the DyEO / MEO / Headmaster

Note: 0.5 point for every year of completed service in the total service.

**Declaration for National / State Awardees**  
**[Under Rule 6.A. (a)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Category of the Award (National/State) \_\_\_\_\_ Date of Receipt: \_\_\_\_\_

No. of Points he / she is eligible for \_\_\_\_\_.

I declare that I am applying for transfer with these performance points and **not availed this preferential category in the last 5 Years** (in case of HM Gr-II) / **8 Years** (in case of Teachers). If any information found incorrect by the authorities, I am / we are, liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Individual

Counter Signature of the Authority\*

Encl: Copy of Certificate counter signed by the Authority\*

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate for Increase in Enrolment**  
**[Under Rule 6.B. (a)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Enrolment		No. increased	% increased	Enrolment		No. increased	% increased
2012-13	2013-14			2013-14	2014-15		

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities I am liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the DyEO / MEO / Headmaster

**Certificate for Average Attendance of Children**  
**[Under Rule 6.B. (b)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Year	No. Of Children	Total Attendance	Working Days	% of Attendance
2013-14				
2014-15				

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities I am liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Dy EO/ MEO / Headmaster

**Certificate for Transition of Children**  
**[Under Rule 6.B. (c)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Class	No. of Children		Transition %
	2013-14	2014-15	
5 <sup>th</sup> to 6 <sup>th</sup>			
7 <sup>th</sup> to 8 <sup>th</sup>			
8 <sup>th</sup> to 9 <sup>th</sup>			

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Headmaster

Counter Signature of the Authority\*

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate on School Average in SSC**

**[Under Rule 6.B. (d)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

SSC Code: \_\_\_\_\_.

Year	No. of Students Appeared	No. of Students Passed	Pass % (2 Years Average)
2013-14			
2014-15			

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Headmaster

Counter Signature of the Authority\*

\* Authority i.e., in case of teachers of HS, HM / in case of HM, DyEO.

**Certificate on Teacher Attendance at Present Cadre**  
**[Under Rule 6.C. (a)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Year	No. of Working Days	No. of Days Attended	% of Attendance (2 Years Average)
2013-14			
2014-15			

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Headmaster

Counter Signature of the Authority\*

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Declaration on Children studying in Govt. Schools**  
**[Under Rule 6.C. (b)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

My spouse Sri / Smt. \_\_\_\_\_

Working as (Designation): \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School / Office \_\_\_\_\_

Name of the Village / Town: \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

No. of Points he / she is eligible for \_\_\_\_\_.

I declare that I am applying for transfer with these performance points and **my spouse is not applying for these points**. If any information is found incorrect by the authorities I am / we are, liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Teacher

Counter Signature of the Authority\*

Encl: Copies of Study Certificates counter signed by the authority

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate for Raising funds by their own**  
**[Under Rule 6.C. (c)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

Year	Worth of Funds / material / property / infrastructure in Rs.	Total worth of Rs.
2013-14		
2014-15		

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the individual has taken initiation in raising of funds / infrastructure by his / her own efforts other than Government funds and the particulars furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Headmaster

Counter Signature of the Authority\*

Encl: Photographs of Property/Material

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate on Subject wise Percentage in SSC**  
**[Under Rule 6.C. (d)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

SSC Code: \_\_\_\_\_.

Year	No. of Students Appeared	No. of Students Passed	Pass % (2 Years Average)
2013-14			
2014-15			

No. of Points he / she is eligible for \_\_\_\_\_.

Certify that the particulars furnished above are verified with the available records and are found correct. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Headmaster

Counter Signature of the Authority\*

\* Authority i.e., in case of teachers of HS, HM / in case of HM, DyEO.

**Declaration on Residing at Working Habitation**  
**(Applicable to identified Category-IV Habitations only)**  
**[Under Rule 6.C. (g)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

I declare that I am **residing at the Working Habitation for last Two years, (i.e., From date: \_\_\_\_\_ to 31.08.2015)** in Door No. \_\_\_\_\_ Street: \_\_\_\_\_, Village: \_\_\_\_\_ and applying for transfer with these performance points. If any information found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

No. of Points he / she is eligible for \_\_\_\_\_.

Signature of the Teacher

Counter Signature of the Authority\*

Encl: Copies of Rent Receipts / House Tax / Electricity Bills

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate on Conduct of Exhibitions**  
**[Under Rule 6.C. (h)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

I certify that the individual have conducted \_\_\_\_\_ -  
\_\_\_\_\_ (Science  
Projects, Shows / Green Crops / Arts etc.,) at school level and applying for transfer  
with these performance points. If any information is found incorrect by the  
authorities we are liable for disciplinary action in addition to prosecution, initiated  
by the authorities.

No. of Points he / she is eligible for \_\_\_\_\_.

Signature of the Headmaster

Counter Signature of the Authority\*

Encl: Copies of Photographs

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case  
of HM, DyEO.

**Declartion for Unmarried Female Teachers / Headmistress Gr-II**  
**[Under Rule 7 (2)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

I declare that I am unmarried as on 31.08.2015. Further **declare that I have not availed these points in the last 5 Years (for HM Gr.-II) / 8Years (for teachers)**. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

No. of Points he / she is eligible for \_\_\_\_\_.

Signature of the Teacher

Counter Signature of the Authority\*

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Declaration for Spouse Points**  
**[Under Rule 7 (3)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

My spouse Sri / Smt. \_\_\_\_\_

Working as (Designation): \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School / Office \_\_\_\_\_

Name of the Village / Town: \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

No. of Points he / she is eligible for \_\_\_\_\_.

I declare that I am applying for transfer with these special points and **either I or my spouse is not applying / availed for these points in his / her transfer in the last 5 Years (for HM Gr-II) / 8 Years (for teachers).** Further I declare that I will opt for transfer nearer to and towards the place of working of my spouse. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

No. of Points he / she is eligible for \_\_\_\_\_.

Signature of the Teacher

Counter Signature of the Authority\*

Encl: Service Certificate of the spouse with a declaration that these special points were not availed by them in the last 5 Years (for HM Gr-II) / 8 Years (for teachers)

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate on NCC & 5/8 Years**  
**[Under Rule 7 (4)]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

I certify that the individual has been working in the school as NCC Officer with \_\_\_\_\_ wing since \_\_\_\_\_ (date) and completed 5/8 years service as on 31.08.2015 in the school. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Authority\*

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate on Rationalization Points**  
**[Under Rule 8]**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

I certify that the individual has been working in the school as since \_\_\_\_\_ (date) and **NOT Completed 5/8 years service as on 31.08.2015** in the school and he / she has been affected by the rationalization process. If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

Signature of the Authority\*

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.

**Certificate for Disciplinary Cases**  
**[Under Rule 10 (a)]**  
**This Certificate is Mandatory to all Teachers**

Transfer Application No. \_\_\_\_\_ Treasury ID No. \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

UDISE Code: \_\_\_\_\_ Name of the School \_\_\_\_\_

Name of the Mandal: \_\_\_\_\_ Phone No. \_\_\_\_\_

I Certify that I have verified the available records and the individual has  
**NOT-received /  
received**

**minor or major punishments from last two academic years.** If any information is found incorrect by the authorities we are liable for disciplinary action in addition to prosecution, initiated by the authorities.

No. of Points to be deducted from him / her towards punishment/s for \_\_\_\_\_.

Signature of the Authority\*

\* Authority i.e., in case of teachers in PS and UPS, MEO / in case of HS, HM / in case of HM, DyEO.