

To
The Principal
College of Commerce, Arts & Science, Patna

Subject: Regarding issue of C.L.C/Transfer Certificate/Character Certificate.

Respected Sir,

I was admitted in Intermediate/Degree/P.G./Vocational Programme in(Name of Subject) with College Roll No..... and B.S.E.B/University Registration No & Roll No..... in Session to and Passed in year

I would request you to kindly issue me College leaving Certificate/Transfer Certificate/Character Certificate.

No dues certificate from:

1. Central Library :-
(In case Intermediate/U.G.
& P.G Commerce)

2. Departmental Library :-
(For P.G. students
except Commerce)

3. Cash Section :-

4. T.R. Verification :-
(Record Room)

Signature & Name of Student

Mobile No. :-.....

Address :-.....

.....

The above candidate is allowed to take College Leaving Certificate/Transfer Certificate/Character Certificate.

Principal/Authorized Signatory