



The Bhawanipur Education Society College

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA

RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

PROCESS FOR GETTING TRANSFER CERTIFICATE / COLLEGE LEAVING CERTIFICATE

The process for obtaining a Transfer Certificate (TC) from a college involves the following steps:

1.	Write an application addressed to the Principal. In the application, clearly state your request for a Transfer Certificate, your personal details, and the reason for requesting it. Be sure to include your Academic details.
2.	Submit the application letter along with the photocopy of your final cleared Marksheet to the College Office. Carry the original Marksheet with you for verification.
3.	After verifying the documents, the College Office will issue a challan to you. This challan will specify the fee amount for the Transfer Certificate.
4.	Visit the Federal Bank (BHAWANIPUR BRANCH) and deposit the required fees of Rs.220/-. Ensure that you keep the paid receipt as proof of payment.
5.	Return to the College Office with the bank receipt (challan) to show that you have deposited the fees.
6.	Once you have shown the paid challan to the College Office, you will be able to collect your Transfer or College Leaving Certificate.