

From
Name:
I.D.No.
Father Name :
Mother Name :

Address :

Phone No.:

To
The Dean
Agricultural College and Research Institute,
Killikulam, Vallanad 628 252

Sir,

Sub.: Transfer Certificate and Conduct Certificate – Requested

Ref.: Provisional Certificate No.:

I submit to state that I have completed my B.Sc.(Agri.) programme. I have obtained the provisional certificate (ref.1) cited.

I request that arrangements may kindly be made to issues transfer and conduct certificate to me.

I am enclosing the clearance certificate from the Hostel.

Yours sincerely.

Encl.: 1) Photo copy of the Provisional Certificate
2) Clearance Certificate from Hostel

NOTE :

Year coordinator / Academic counsellor and Warden are requested to offer the specific remarks (conduct and charater) for the above student:

S. No.	Designation	Specific remarks (Conduct Character)	Name and Designation	Signature
1	Academic counsellor			
2	Year Coordinator			
3	Staff Advisor			
4	Warden			