



**KINDLY NOTE THE FOLLOWING RULES SHALL BE APPLICABLE WITH IMMEDIATE EFFECT.**

**THE PROCESSING TIME FOR :**

- 1. TRANSFER CERTIFICATE IS 30(THIRTY) WORKING DAYS.**
- 2. MIGRATION CERTIFICATE IS 30(THIRTY) WORKING DAYS.**
- 3. BONAFIDE LETTER IS 15(FIFTEEN) WORKING DAYS.**
- 4. FRRO RELATED LETTER & FRRO NUMBER GENERATION IS 15(FIFTEEN) WORKING DAYS.**
- 5. THE PROCESSING OF ANY OTHER DOCUMENTS AND LETTER IS ALSO SUBJECT TO A MINIMUM TIME OF 15(FIFTEEN) WORKING DAYS.**

**DOCUMENTS SUBMITTED DURING HOLIDAYS & VACATIONS WILL BE PROCESSED ONLY ONCE THE SCHOOL RE-OPENS.**

**PARENTS ARE REQUESTED TO GIVE APPLICATIONS, MENTIONING ALL DETAILS REQUIRED BY THEM, IN THE DOCUMENT THEY WANT FROM SCHOOL.**

**THE CONTENT OF DOCUMENTS & ISSUANCE OF THE SAME IS SOLE DISCRETION OF THE SCHOOL MANAGEMENT.**

**- BY ORDER  
MANAGEMENT  
13.07.2015**