

Ref. No.: RGS/DO/2025-26/0085

Date: 13.06.2025

CIRCULAR FOR PARENTS
(Collection of Mark Sheets and Transfer Certificates)

Dear Students,

This is to inform all students of **Grade X & XII (Session 2024–25)** that we have received the **mark sheets** from CBSE and are ready for distribution. Students can come to school as per the schedule mentioned below to collect their **Mark sheets and Transfer Certificates (TCs)** from the **Admission Department** in the **B Block, Ground Floor**.

Sl. No.	Date	Day	Timing
1	16.06.2025	Monday	09:00 AM – 01:00 PM
2	17.06.2025	Tuesday	09:00 AM – 01:00 PM
3	18.06.2025	Wednesday	09:00 AM – 01:00 PM

Important Note for Grade XII Students:

This year, CBSE has **not issued Migration Certificates in physical form**. Students are requested to download the same from their **DigiLocker account**.

You are kindly requested to collect the **mark sheet and TC** during the above-mentioned schedule. **Post 18.06.2025, documents will be issued only by prior appointment.**

For any queries, you may contact the Admission Department during working hours.

Warm regards,



Dr. Arup Mukhopadhyay
Director