The BGES School (ICSE)
12B Heysham Road Kolkata 700020
Tele 40196666 Email bgess5939@bsnl.in

Date: 25/09/2017

To
Mr. DHARMESH SHAH
STUDENT NAME :RISHA D SHAH REGN. NO. :2550
1/1/A SAMBHU NATH PANDIT HOSPITAL LANE KOKATA 700 020

Sub: Regn. No. 2550 Name: RISHA D SHAH Class: VII B
SHOW CAUSE: Notice Last Day Absence

Dear Sir

It is noted with great concern that your ward has been absent on the last working day of the school before the vacation.

Please refer to various paragraphs in the school diary with regards to last/first day absence of students.

The school does not ordinarily accept the absence on last/first day. You are requested to please show cause in writing why the name of student should not be struck off the rolls as per school regulations.

All documents, if any, in original may please be produced personally to the Headmaster along with Xerox in support of the absence to conclusively show the compulsion beyond control of the student to be present on first day, and the students may please be refrained from attending school till the matter has been resolved and permission in writing obtained from Headmaster.

In case there has been no specific reason for absence the school is under constrain to impose a fine of Rs 1000/- per day on such student. The same may please be paid in the bank after printing relevant challan and letter "Last Day/First Day' from student's profile.

The students who pay fine before opening of school for the last day absence may attend the school from the day school opens provided they are able to show paid bank challan to the class teacher.

Students paying fine subsequently/producing necessary documents will be allowed to attend classes by explicit permission of the Headmaster.

Thanking You

Brij Bhushan Singh