

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

Date: 12/05/2017

To

Mr. KAMLESH AGARWAL

STUDENT NAME : DAV AGARWAL REGN. NO. : 2604

71B Ashutosh Mukherjee Road, Kolkata-700025

Sub: Regn. No. 2604 Name: DAV AGARWAL Class: IX COMMERCE B

SHOWCAUSE: 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 vacation respectively.

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

The school does not ordinarily accept the absence on last 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 last 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 constraint to impose a fine of Rs 200/- 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 12 Jun 17 for last day absence may attend the school from 12 Jun 17 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
12/5/17

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