

Date: 12/05/2017

To
Mr. RAM NARAYAN RAY
STUDENT NAME :NAV KANT RAY REGN. NO. :2293
35C DURGA PRASANNA PARAMHANSA ROAD, KOLKATA-700047

Sub: Regn. No. 2293 Name: NAV KANT RAY Class: V B
SHOWCAUSE: Notice First/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 respectively.

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 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 will pay fine before 12 June 2017 for the last day absence may attend the school from 12 June 2017 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