

The BGES School (ICSE)  
12B Heysham Road Kolkata 700020  
Tele 40196666 Email bgress5939@bsnl.in

Date: 13/06/2017

To

Mr. SANDEEP MISHRA

STUDENT NAME :SRISTI MISHRA REGN. NO. :2027

45K HARISH CHATTERJEE STREET KOLKATA-700026

**Sub: Regn. No. 2027 Name: SRISTI MISHRA Class: VI A**  
**SHOWCAUSE: Notice First/Last Day Absence**

Dear Sir

It is noted with great concern that your ward has been absent on the first working day of the School after the vacation respectively.

Please refer to various paragraphs in the school diary with regards to 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 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.

With regards to First day absence students are allowed to join the school after receipt of show cause notice and compliance there off on receipt of written permission from the Headmaster.

Thanking You

  
Brij Bhushan Singh

13 JUN 2017