

The BGES School (ICSE)
12B Heysham Road Kolkata 700020
Tele 40196666 Email tbges12@gmail.com

Date: 04/11/2019

To

Mr. PRAKASH NARAYAN SINGH

STUDENT NAME :HARSHVARDHAN PRATAP SINGH REGN. NO. :2493
1/14 RUPCHAND MUKHERJEE LANE , KOLKATA- 700025

**Sub: Regn. No. 2493 Name: HARSHVARDHAN PRATAP SINGH Class: V B
SHOWCAUSE: Notice First 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 .

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 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 or uploaded through 'Contact Us' along with the reply to this show cause notice in support of the absence to conclusively show the compulsion beyond control of the student to be present on first day, and the student may please be refrained from attending school (From 5th working day from issue of show cause notice) 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 1000/- per day of absence on such student. The same may please be paid in the bank after printing relevant challan and apology letter "Last Day/First Day" from student's profile.

Both may please be deposited to the Class Teacher.

The students who pay fine before opening of school for the last day absence may attend the school from the day school re opens provided they are able to show paid bank challan and apology letter 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 thereof on receipt of written permission from the Headmaster.

Thanking You

Brij Bhushan Singh

