

19/02/2019

To  
Mr. JITENDRA PRASAD ROY  
F/O : ISHAAN ROY  
9 GIRISH CHANDRA BOSE ROAD KOLKATA 700014,

Dear Sir,

**Sub: Regn. No. 3181 Name : ISHAAN ROY Class: IV B**  
**SHOWCAUSE: STRUCK OFF FROM THE ROLLS OF THE SCHOOL**

This is to inform you that your ward **Regn. No. 3181 Name: ISHAAN ROY Class: IV B** has been continuously absent w.e.f. 26 December 2018 without any reasonable information to the school authorities.

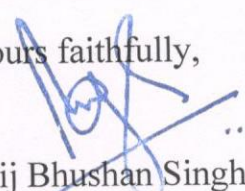
Your attention is drawn to the School Diary which states "The names of students absenting themselves for a period of two weeks without intimation will be automatically struck off. Such students may be re-admitted only by special permission of the Headmaster and by paying the admission and necessary tuition fees once again".

It is noticed that there has been no communication from your end and **ISHAAN ROY** has been absent since 26 December 2018 .

In view of the absence the above rules is being invoked in case of your ward and name of **Name: ISHAAN ROY Regn. No. 3181 Class : IV B** will be struck off from the rolls of the school w.e.f. 01/03/2019, in absence of any communication from your side.

Thanking You,

Yours faithfully,

  
Brij Bhushan Singh  
Headmaster