

28.02.2025

From:

Dr.Rakesh Kumar Mahendran,  
Assistant Professor,  
Computer Science and Engineering,  
Rajalakshmi Engineering College, Thandalam, Chennai.

To:

The Head of the Department,  
Computer Science and Engineering,  
Rajalakshmi Engineering College, Thandalam, Chennai.

Respected Sir/Madam,

Sub: Request for OD for FirstSource-Intern

I am writing to request On Duty (OD) permission to attend **our internship at Firstsource**, along with the following individuals:

**Venue: IIC Library, Block 1, First Floor**

Raghavan S	230701520	2nd Year	CSE - F
Sre varsha N	230701330	2nd Year	CSE - D
Sivaramakrishnan R	230701319	2nd Year	CSE - D
Vignesh C	220701317	3rd Year	CSE - E
Espin Shalo	220701072	3rd Year	CSE - E
Guhan Raj P	220701078	3rd Year	CSE - A

**From 8:00 AM to 7:00 PM, (From 3rd March To 30th May 2025).**

I kindly request your approval for the above. Please let me know if further details are required.Thank you for your understanding and support.

Best regards,

Dr.Rakesh Kumar Mahendran