

From ,
A S MOHAMED ARFEEN(24AI064),ASHWIN RAGAV (24AI027),
NAVANITH(24CI031),ANANYA(24TIOO7),
Nandha Engineering College,
To,
The Head of Departments,
Nandha Engineering College,

Sub: Requesting On duty for the first three periods - Regd.

I hope this message finds you well.

I am writing to kindly request permission to be marked **On Duty for the first three periods today, 14th August 2025**, as I will be involved in the shooting of a documentary video for the **Centre for Inter-Disciplinary Research (CFIR)**. This activity is part of an official assignment and contributes to the promotion of the Centre's academic and research initiatives.I assure you that I will make up for any missed work and responsibilities due to my absence during these periods.I kindly request you to grant me On Duty permission for the above-mentioned time.

Thank you for your understanding and support.

Incharge
sign