

02.04.2026

From

**The Head of the Department**  
**Department of Architecture**  
Meenakshi College of Engineering  
Chennai - 78

To

**The Principal**  
Meenakshi College of Engineering  
Chennai - 78

**Sub : Request for grant of Compensatory leave (CPL) and On Duty (OD) for faculties involved in admission work - reg**

Respected Sir,

I would like to bring to your kind attention that the following faculty members were engaged in admission-related work from 29.03.2026 to 01.04.2026. In recognition of their dedication and service, I kindly request that Compensatory Leave (CPL) be granted for the holidays worked and On Duty (OD) be sanctioned for the working days.

SL.No.	Staff Name	CPL	OD
1	Dr. Arivumani.V	29 <sup>th</sup> and 31 <sup>st</sup> March ✓	30 <sup>th</sup> March and 1 <sup>st</sup> April ✓
2	Ar. Parvadhavarthini.T	29 <sup>th</sup> and 31 <sup>st</sup> March ✓	30 <sup>th</sup> March and 1 <sup>st</sup> April ✓
3	Mr. Vignesh	31 <sup>st</sup> March ✓	1 <sup>st</sup> April ✓

Kindly do the needful.

Thanking You.

OK  
T.G.K.  
2.4.26

Yours faithfully,

*[Signature]*  
02/04/2026  
**Head of the Department**  
**(Architecture)**