



# Thiruthangal Nadar College

(Belongs to the Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)

Selavayal, Chennai - 51.

Affiliated to the University of Madras

Re-Accredited at 'B++' Grade by NAAC

An ISO 9001:2015 Certified Institution

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**Dr. V. Devi** M.B.A., M.C.A., M.Phil., Ph.D.,  
Principal

Date: 03.07.2025

TNC/CIR/2025-26/012

## CIRCULAR

Dear Staff Members,

This is to inform you that, with immediate effect all are requested to avail your Casual Leave (CL), On Duty (OD), and Permission must be submitted exclusively through the **online Embase Portal** along with the manual forms.

Failure to apply through the Embase Portal will result in the leave being treated as **2 days Loss of Pay (LOP)**.

In case of any issues with the biometric (thumb) punching system, the matter must be **immediately reported to the e-Governance department**. Please **do not attempt repeated punching**.

All staff members are strictly instructed to adhere to this rule without exception.

V. Devi  
03/7/25  
PRINCIPAL

Copy to:

All the Teaching and Non Teaching Staff