

**THE RIGHT TO INFORMATION ACT, 2005**  
(Application for Obtaining Information)

From  
Applicant Name  
Full Postal Address  
Mobile: XXXXXXXXXX  
Email: example@gmail.com

To  
The Public Information Officer  
Puducherry Ports Department  
[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the Ports Department

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide certified copies of records, reports, circulars, inspections, approvals, expenditures, schemes, staff details, and action taken reports related to the functions and responsibilities of the Ports Department.

**Application Fee**  
 10/- IPO / Court Fee Stamp / Online payment / DD

**Declaration & Requests**  
I am a citizen of India.  
If information pertains to another authority, kindly transfer it under Section 6(3).  
If additional fee is required, inform me under Section 7(3).  
Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,  
Applicant Name