

**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 Directorate of Higher & Technical Education

[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the Directorate of Higher & Technical Education

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 Directorate of Higher & Technical Education.

**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