**Information Request as per RTI Act 2005**

**Date: DD/MM/YYYY**

**TO:**

CPIO,

Pondicherry Engineering College

Pillaichavidi,

Puducherry – 605014

**Sir,**

**Subject: Information request under Right To Information Act 2005**

I, **YOUR NAME**, residing at YOUR LOCATION**,** would like to get information through Right To Information Act.

Information subject: **Usage of Govt. Vehicle by Principal**

Information required for - **2009 to 2012**

I kindly request for the following information:

1. Copy of logbooks/trip-books maintained for vehicle for 2009 to 2012.
2. Copy of fuel (Petrol/Diesel) & Engine oil bills for 2009 to 2012
3. Copy of bills for maintenance/repair work done for 2009 to 2012

NOTE: A competent authority of the PA should sign all pages supplied under RTI Act, 2005.

Application fee of Rs. 10.00 by means of IPO S.No XXXXXXXX, Payable to PAO, Pondicherry Engineering College, payable at Puducherry.

I request you to inform the additional fee that needs to paid, and mention the method used for calculation.

**It is preferred that the Information requested be sent to the below address:**

**YOUR NAME**

**ADDRESS LINE 1**

**ADDRESS LINE 2**

**ADDRESS LINE 3**

**Declaration:** I hereby declare that I am a citizen of India.

**YOUR NAME**

Date: **DD/MM/YYYY**

**Enclosure:** Application Fee : IPO S. No. **XXXXXXXXXX**