**DD/MM/YY**

**FROM:**

 **XYZ**

 **Address Line 1**

 **Address Line 2**

 **Address Line 3**

**TO:**

PIO

Pondicherry Engineering College ( PEC )

Pillaichavidi,

Puducherry – 605014

**Sir,**

**Sub: Request for information under RTI Act 2005**

I kindly request you to provide the following information under RTI Act 2005.

1. **Particulars of sanctioned positions PEC**

**\*\* Copies of relevant documents are to provided.**

1. **Particulars of qualifications prescribed for each position in PEC.**

**\*\* Copies of relevant documents are to provided.**

1. **Particulars of positions those are vacant in PEC.**
2. **Particulars of guest/part-time teachers presently working in college.**

**\*\* Copies of Appointment Order of guest/part-time teachers are to provided.**

1. **Particulars of teachers on deputation from other institutions**

**\*\* Copies of Deputation Letter/order are to be provided.**

Application fee of Rs. 10 by India Postal Order, bearing No. XXX XXXXXX is enclosed with the application.

I declare, that I am a citizen of INDIA

Yours Faithfully,

XYZ

Enclosure: . India Postal Order, bearing No. XXX XXXXXX