

To,
The Public Information Officer
[Name of the public authority]

Subject: Application under the Right to Information Act, 2005

Sir / Madam,

Under the provisions of the Right to Information Act, 2005, I request the following information in respect of the period [Period, e.g. 2020–2026]. I am seeking copies of records held by your office, and not opinions or explanations.

1. A copy of the post-based reservation roster register maintained for each cadre in the office, as it stood on the last day of each financial year in [Period, e.g. 2020–2026].
2. The total number of sanctioned posts in each such cadre, and the number filled, for each year in that period.
3. A copy of any instruction issued within the office on the maintenance or revision of the said register during that period.

Where any part of this request is held by another public authority, kindly transfer that part under section 6(3) and inform me of the transfer.

The prescribed fee of Rs. 10 is enclosed. Kindly send the information to the address below by post, and by email where a soft copy exists.

Yours faithfully,

[Your name]
[Your postal address]

Date: 12 September 2026