

**Annexure I****APPLICATION TO FORUM FOR REDRESSAL OF GRIEVANCES**

Date: \_\_\_\_\_

1. Name of the Complainant: \_\_\_\_\_
2. Full address of the Complainant: \_\_\_\_\_  
Pin Code: \_\_\_\_\_  
Phone No./ Mobile No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email id: \_\_\_\_\_
3. Nature of Connection and Consumer No. (in case of having applied for a connection, state the application number):  
\_\_\_\_\_
4. Distribution Licensee: \_\_\_\_\_
5. Name of the Complaint receiving centre: \_\_\_\_\_
6. Category of grievance (please tick the relevant box/ boxes):  
a. Wrong billing       b. Recovery of arrears       c. Faulty Meter   
d. Burnt meter       e. supply interruption       f. Harmonics in supply   
g. Supply voltage related       h. Defective service   
i. Delay in providing new connection       j. Reconnection   
k. Change in connected load       l. Transfer of Connection   
m. Other (please specify) \_\_\_\_\_
7. Division/office against which grievance has been filed (if any):  
\_\_\_\_\_  
\_\_\_\_\_
8. Details of the complaint, facts giving rise to the grievance (if space is not sufficient please attach separate sheet)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Nature of relief sought from the Forum  
\_\_\_\_\_  
\_\_\_\_\_

10. List of documents enclosed (Please enclose copies of any relevant documents which support the facts giving rise to the grievance)

\_\_\_\_\_

\_\_\_\_\_

11. Declaration

- a) I/We, the complaint/ s herein declare that:
- (i) the information furnished herein above is true and correct; and
- (ii) I/We have not concealed or misrepresented any fact stated herein above and the documents submitted herewith.
- b) The subject matter of the present grievance has never been submitted to the Forum by me/ or by anyone of us or by any of the parties concerned with the subject matter to the best of my/ our knowledge.
- c) The subject matter of my / our grievance has not been settled through the Forum in any previous proceedings.
- d) The subject matter of my / our grievance has not been decided by any competent Authority / Court/ Arbitrator, and is not pending before any such Authority / Court / Arbitrator.

Yours faithfully

(Signature)

(Complainant's name in block letters)

**NOMINATION** – (If the Complaint wants to nominate his representative to appear and make submissions on his behalf before the Forum, the following declaration should be submitted.)

I/We the above named consumer hereby nominate Shri/Smt. ....  
 whose address is.....  
 as my/our REPRESENTATIVE in the proceedings and confirm that any statement, acceptance or rejection made by him/her shall be binding on me/us. He/she has signed below in my/our presence.

ACCEPTED

(Signature of Representative)

(Signature of Complainant)