

**Annexure-V**

**PROFORMA FOR LODGING COMPLAINTS TO THE NEXT  
DESIGNATED HIGHER AUTHORITY**

**Consumer No.....**

**Complaint Ref. No.....  
(To be given by Licensee)**

1. Name and full address of the complainant.
2. Copies of the previous complaints filed with SDO/EE etc. with copies of the reply received, if any.
3. Date since which the complaint is pending.
4. Brief description of the present complaint.
5. Date of complaint lodged.

**SIGNATURE OF APPLICANT**

- - - - - Tear at this line - - - - -

**ACKNOWLEDGEMENT TO BE FILLED BY LICENSEE AND HANDED OVER  
TO THE CONSUMER**

**Date\_\_\_\_\_**

**ZONE\_\_\_\_\_**

1. Complaint reference No. (To be given by the Licensee)
2. Received on date
3. Complaint received by

**SIGNATURE OF AUTHORISED OFFICER**

**Designation :**

**Seal :**

(For further assistance quote your complaint reference number)