

## **Filing of Grievances before the Forum**

- 1) The Name of the individual or Organization -**
- 2) Account No./ Sanctioned Load/ Category -
- 3) Complete postal address –
- 4) Name & Phone/Mobile No. of contact person (authorized person) of the Company/Firm or Complainant:**  
Name –  
Phone/Mobile No –  
E-mail
- 5) Name & Phone/Mobile No. of Petitioner's Counsel/ Representative**  
  
(if engaged)  
  
Name –  
Phone/Mobile No –  
E-mail -  
Letter of authorization (on Firm/Company's Letter head –
- 6) The Name of Board/Licensee Office to which the grievance pertains**  
  
Name of Board/Licensee Office –  
Sub-Division –  
Division –  
Circle Office –
- 7) Please tick only (√), as per the documents attached**

- a) A full description of the matter, which is the source of grievance, including copies of any relevant and supporting documents (4 copies)
  - i. **Attached –**
  - ii. **Not Attached –**
- b) Latest Bill – **(Attached/Not-Attached)**
- c) Supportive Documents - **(Attached/Not-Attached)**

8) Type of Appeal/Grievance - **(Against DSC/Direct)**

9) Whether 20% of Disputed Amt. deposited – **(Yes/No)** (If yes Attach the proof)

10) Whether represented before any other authority/proof/ Court or Forum in the Past other than DSC – **(Yes/No)** (If Yes, **Attach Proof/Copy of Order**)

11) Copy of Notice Issued by PSPCL Regarding Dispute Case – **(Attached/Not-Attached)**

12) Certificate Copy of Power of Attorney/Partnership Deed/Resolution (In case of Firm/Company) in Favor of Authorized Person along with Designation – **(Attached/Not-Attached)**

13) Disputed Amount – Rs. \_\_\_\_\_

**Subject –**

**Brief Description of Complaint –**

**Type of Relief –**

**List of Attached Documents –**

**Declaration**

**I/We, the Consumer/Authorized Signatory herein declare that:**

- I/We have not concealed or misrepresented any fact in the above proforma and documents submitted along with

- It is certified that the above mentioned matter is not pending before any other Court, Authority or Forum

Date:

\_\_\_\_\_

(Signature of Consumer or Authorized Signatory)

(With Name and Designation)