

**SUGGESTED FORMAT FOR FILING THE COMPLAINT WITH CGRFs**

To,

Chairman,

Consumer Grievance redressal Forum,

....., (Name of Company/Zone/Circle)

..... (Name of City/District)

1. Name of the Consumer:
2. Father/Husband's Name:
3. Complete address where connection is situated:
  
4. Mobile No:
5. Name of Distribution Division (Refer Electricity Bill):
6. Total Sanctioned Load (In KW/KVA/HP) (Refer Electricity Bill):
7. Supply Type (Refer Electricity Bill):
8. Tariff (Refer Electricity Bill):
8. Account No. (Refer Electricity Bill):
9. Details of Fee (Refer FAQ):
  - (a) Amount deposited (Rs.):
  - (b) Mode of payment: cheque/draft/cash/RTGS:
  - (c) Instrument No & Date:
  - (d) Bank Name:
10. Nature of Complaint (Refer FAQ):
11. Brief Description of complaint:

12. Declaration:

I .....(Name) hereby certify that:

a) The above complaint does not pertain to matters related to assessment in case of unauthorized use of electricity, appeal in case of assessment, theft of electricity and electricity materials, issues related to interference with meter and works of licensee, even if done negligently, matters related to compounding in case of electricity theft or issues related to electricity accidents.

b) The above complaint does not pertain to the same subject matter for which any proceedings before any competent court, authority or any other forum is pending or a decree, award or a final order has already been passed by any competent court, authority or forum.

c) The above complaint has been submitted within three years of the date on which the cause of action had arisen.

13. Documents attached in support of complaint:

i. Proof of fee deposition.

ii. Copy of last paid bill.

iii.

iv.

v.

vi.

DATE:  
PLACE:

Signature of the complainant  
Name of the complainant