

**NON STATUTORY /STATUTORY COMPLAINT**(as applicable)

(OFFICERS - MS MATTERS ONLY)

**PART - 1****PERSONAL PARTICULARS**

1. No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_
2. Subject Matter : Not Empaneled for Promotion/Confidential Report (as applicable)
3. Date of Complaint :
4. Arm/Service :
5. Decorations : (mention date of award)
6. Date of Commission :
7. Date of Seniority :
8. Present Unit/Formation/Command :
9. Present Appointment :
10. Date Posted to Present Appointment :
11. Date of Retirement in Present Rank :
12. Disciplinary/Administrative Action  
Background (if any) :

Disciplinary	Army Act	Award	Date	By whom awarded	Remarks
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## **PART - 2**

### **SALIENT DETAILS OF THE COMPLAINT**

1. For Complaints Against CRs:

(a) Period of impugned CR (s)   Unit   Formation   Command

(b) Details of Reporting Officers of the Impugned CR (s) : (with appt and present address, if known. Also, indicate if retired).

<u>Impugned CR</u>	<u>IO/FTO/FSCRO</u>	<u>RO/HTO/HSCRO</u>	<u>SRO/HOA</u>
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(c) Date of Receipt of Adverse Remarks/ Assessment of Impugned CR :

2. For Complaints Against Non Empanelment for Promotion :

(a) SB No SSB/1/2/3/4 (Fresh/First Review/Final Review, as applicable), held in Month      Year

(b) Date of receipt of Board Result.

3. Details of All Previous Statutory/Non Statutory Complaints: (if any)

	<u>Type/Nature Of Complaint</u>	<u>Date of Initiation</u>	<u>CAB/MS Ack/Regn</u>	<u>Disposal Orders</u>
(a) <u>Non Statutory</u>	<u>No</u>			
	(i)			
	(ii)			
(b) <u>Statutory</u>				
	(i)			
	(ii)			

4. I certify that all data furnished by me in Parts 1 & 2 are complete and accurate in all respects.

Date : (Signature of Complainant)

### **COUNTERSIGNED**

5. Details mentioned at Parts 1 & 2 are correct and have been verified by me.

Date : (Signature of Present IO/CO Unit)

**PART- 3**

**NON STATUTORY /STATUTORY COMPLAINT**

(as applicable)

**MAIN BODY**

1. **Main Points of the Complaint.** (in brief and preferably restricted to 2-3 pages only)

(a)

(b)

2. **Redress Sought.** (in brief/point form)

(a)

(b)

3. **Supporting Documents Attached.** (if any)

<u>Letter/Signal</u>	<u>Date</u>	<u>Subject Purpose</u>
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(a)

(b)

4. **Certificate** : I undertake that any false accusations or false statement made by me in this complaint will render me liable for disciplinary action.

Station :

Date :

(Signature of Complainant)

**Recommendations of CO Unit/Present IO.**

Date :

(Signature of IO/CO Unit)

**PART - 4**

**COMMENTS OF REPORTING OFFICERS OF IMPUGNED CRs**

(applicable only for complaints against CRs)

1. **Detailed Parawise Comments of the IO/FTO.**

2. **Detailed Parawise Comments of the RO/HTO.**

3. **Detailed Comments of the SRO/HOA** (where applicable).

NON STATUTORY /STATUTORY COMPLAINT**(as applicable)**

(OFFICERS OF AMC/ADC/MNS)

**PART 1****PERSONAL PARTICULARS****PERSONAL PARTICULARS**

1. No Rank Name
2. Subject Matter : Spersession/Confidential Report/Etc  
(as applicable)
3. Date of Complaint :
4. Arm/Service :
5. Decorations : (mention date of award)
6. Date of Commission :
7. Date of Seniority :
8. Present Unit/Formation/Command :
9. Present Appointment :

10. Date Posted to Present Appointment :

11. Date of Retirement in Present Rank :

12. Disciplinary/Administrative Action

Background (if any) :

Disciplinary award or any other adm action	Army Act	Award	Date	By whom Awarded	Remarks
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**PART 2**

**SALIENT DETAILS OF THE COMPLAINT**

1. **For Complaints Against CRs:**

(a) Period of impugned CR (s)      Unit      Formation      Command

(i)

(ii)

(b) Details of Reporting Officers of the Impugned CR (s) : (with appt and present address, if known. Also, indicate if retired).

Impugned CR	IO/FTO	RO/HTO	SRO/HOA
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(c) **Date of Receipt of Adverse Remarks/ Assessment of Impugned CR :**

2. **For Complaints Against Supersession :**

(a) SB No SSB/1/2/3/4 (Fresh/First Review/Final Review, as applicable), held in Month      Year

(b) Date of receipt of Board Result.

3. **Details of All Previous Statutory/Non Statutory Complaints:** (if any)

<u>Type/Nature</u> <u>Of Complaint</u>	<u>Date of</u> <u>Initiation</u>	<u>CAB</u> <u>Ack/Regn No</u>	<u>Disposal</u> <u>Orders</u>
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(a) Non Statutory

(i)

(ii)

(b) Statutory

(i)

(ii)

4. I certify that all data is furnished by me in Parts 1 & 2 are complete and accurate in all respects.

Date :

(Signature of Complainant)

**COUNTERSIGNED**

5. Details mentioned at Parts 1& 2 are correct and have been verified by me.

Date :

(Signature of Present IO/CO Unit)

**PART-3**

**NON STATUTORY /STATUTORY COMPLAINT**

(as applicable)

**MAIN BODY**

1. **Main Points of the Complaint.** (in brief and preferably restricted to 2-3 pages only)

(a)

(b)

2. Redress Sought. (in brief/point form)

(a)

(b)

3. Supporting Documents Attached. (if any)

<u>Letter/Signal</u>	<u>Date</u>	<u>Subject</u>	<u>Purpose</u>
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(a)

(b)

4. **Certificate** : I undertake that any false accusations or false statement made by me in this complaint will render me liable for disciplinary action.

Station :

Date :

(Signature of Complainant)

**Brief comments of CO Unit/Present IO.**

Date :

(Signature of IO/CO Unit)



**PART 4**

**COMMENTS OF REPORTING OFFICERS OF IMPUGNED CRs**

**(applicable only for complaints against CRs)**

1. **Detailed Parawise Comments of the IO/FTO.**
2. **Detailed Parawise Comments of the RO/HTO.**
3. **Detailed Comments of the SRO/HOA (where applicable).**

**Welcome JCO**

**Contact No- 33135, 23014705**

**NON STATUTORY/STATUTORY COMPLAINT**

**BY**

(JCOs/OR )

1. No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

Subject Matter : \* MS/AG/OTHERS

Date of Complaint : \_\_\_\_\_

Nature of Complaint : \*STATUTORY/NON-STATUTORY

Provision under which

Complaint is made : @ \_\_\_\_\_

\* Strike out whichever is inapplicable.

@ State here specifically the relevant provisions of the statute or Rules of Army Order under which the complaint is made.

**PART- I**

**NON STATUTORY/STATUTORY COMPLAINT**

**SALIENT DETAILS OF THE COMPLAINT**

No . \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

**Background Information**

1. Date posted to present Unit \_\_\_\_\_
2. Present appointment \_\_\_\_\_ wef \_\_\_\_\_
3. Period complaint pertains to : From \_\_\_\_\_ To \_\_\_\_\_
4. Unit complaint pertains to \_\_\_\_\_
5. Name of the Commanding Officer : \_\_\_\_\_  
(CO) during the period at ser 3  
(in case of complaint against ACRs) \_\_\_\_\_  
also indicate name and address \_\_\_\_\_  
of IOs, ROs and SROs) \_\_\_\_\_
6. Circumstances, in brief, leading to the complaint :  
  
(a)  
  
(b)  
  
(c)

(d)

7. Main points of the complaint :

(a)

(b)

(c)

(d)

8. Redress sought :

(a)

(b)

(c)

(d)

9. Supporting document attached (if any) :

Letter/Signal No

Date

Subject

Purpose for

which attached

(a)

(b)

(c)

(d)

10. Certificates :

(a) I undertake that any false statement or false accusations made by me in this complaint will render me liable for disciplinary action

(b) I hereby certify that I have not forwarded any other complaint on this issue earlier.

(c) I have forwarded the following complaints earlier. This complaint has been necessitated due to new facts coming to light. My previous complaint on the subject was forwarded on \_\_\_\_\_ to \_\_\_\_\_.

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

(Signature of the complainant)

**COUNTERSIGNED**

Details mentioned in paras 1-10 above are correct and have been verified by me.

Date :

(Signature of CO Unit)

**PART – II**

**STATUTORY/NON-STATUTORY COMPLAINT**

**MASTER DATA AND PROGRESS SHEET**

**Particulars of the individual (for unit use only)**

No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

1. Subject Matter : \_\_\_\_\_

2. Arm/Service : \_\_\_\_\_

3. Date of complaint : \_\_\_\_\_

4. Date of Commission/Enrolment : \_\_\_\_\_

5. Date of seniority : \_\_\_\_\_

6. Present unit/formation/command : \_\_\_\_\_

7. Addressed to COAS/Govt : \_\_\_\_\_

8. Advance information of the above details sent to command HQ with copy to CAB/DV Dte vide letter No. \_\_\_\_\_ dt \_\_\_\_\_.

Dated : \_\_\_\_\_

(Signature of the CO of the unit)

(FOR COMMAND HQ USE ONLY)

1. Date Received at Command HQ : \_\_\_\_\_

2. Date forwarded to Army HQ : \_\_\_\_\_

3. Redress granted : Full/Partially/Not granted.

**PART - III**

**STATUTORY/NON – STATUTORY COMPLAINT**

**ADDITIONAL BACKGROUND INFORMATION BY THE CO**

1. **General Comments (with respect to background information given by the complainant) :**

2. **Disciplinary Background :**

Punishment/Censure

Offence

Date of Award

Awarded

(a)

(b)

(c)

3. **Details of non-statutory/statutory complaints submitted previously**



<u>Ref/date of</u> <u>Complaint</u>	<u>Subject</u> <u>Mater</u>	<u>Result (redress</u> <u>granted/rejected/</u> <u>Under examination</u>	<u>Date (Action</u> <u>completed)</u>
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(a)

(b)

(c)

4. Involvement of other officers/JCOs/OR/civilians in the case and punishment if any awarded to the personnel involved.

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

(Signature of the CO)

Place : \_\_\_\_\_

(No/Rank/Name of the CO)

#### PART – IV

#### DETAILS OF EXAMINATION

Ser No.	Points raised	Details comments of CO  or next superior authority  (on each point)	Comments of next higher Fmn Cdr (on each point)	Recommendations of the Army Commander
(a)	(b)	(c)	(d)	(e)

Next Higher Cdr

GOC-IN-C

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **CHECK LIST FOR COMPLAINT AT COMMAND HQ**

- |     |   | Answer | Remarks |
|-----|---|--------|---------|
| 1.  | Confirm whether parawise comments cover in detail all points raised in the complaint?                             |        |         |
| 2.  | Have all relevant docu having a bearing on any of the pts/issues raised in the complaint been enclosed, such as:- |        |         |
| (a) | C of I proceedings.   |        |         |

- (b) Summary of Evidence.
- (c) Summary trial documents.
- (d) Show cause notice.
- (e) Whether show cause notice given by appropriate authority.
- (f) Reply to show cause notice.
- (g) Punishment/Censure Order.
- (h) Writ petitions, if filed, and stay order, if granted (state against what).
- (i) Extract from official documents quoted or referred to.
- (j) Correspondence, with/by the complainant alongwith enclosures of papers referred to therein.
- (k) Recommendations of intermediary commanders concerned.

3. Certified that all relevant documents have been attached and information pertinent to the case provided.

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

(Signature of the Senior Staff Officer)

**REVIEW BY DTE/BRANCH AT ARMY HQ**

**RECOMMENDATIONS OF AG/MS/PSO**

**RECOMMENDATIONS OF CAB**

**RECOMMENDATIONS/DIRECTION OF COAS or AG/MS/PSOs**

**DISPOSAL BY MOD**

**DISPOSAL CONVEYED TO INDIVIDUAL**

TO HQ \_\_\_\_\_ Command vide letter No \_\_\_\_\_ dt \_\_\_\_\_

Initials of officer

Date

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**PROGRESS REPORT : STATUTORY COMPLAINT**

Statutory Complaint of IC No : \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

Unit \_\_\_\_\_

1. Date of the complaint
2. (a) Date of receipt of the complaint by the unit/CO.  
(b) Date of forwarding the complaint to brigade or equivalent headquarters.
3. (a) Date of receipt at Brigade or equivalent HQ.  
(b) Date of forwarding to Division/Area HQ.
4. (a) Date of receipt at Division/Area HQ.  
(b) Date of forwarding to Corps HQ.
5. (a) Date of receipt at Corps HQ.  
(b) Date of forwarding to Command HQ.
6. (a) Date of receipt at Command HQ.  
(b) Date of forwarding to Army HQ.

**Note:-** Whenever a complaint is delayed for any period exceeding the stipulated time frame, reason for such delay will be attached on separate sheet.