

APPLICATION FOR REDRESSAL OF GRIEVANCE BY INTERNAL GRIEVANCE REDRESSAL CELL

DATE: _____

To,
Internal Grievance Redressal Cell,
Head – Commercial, DCS
The Tata Power Company Ltd,
Dharavi Receiving Station,
Near Shalimar Industrial Estate,
Matunga, Mumbai 400 019

1. NAME OF THE CONSUMER: _____

2. FULL ADDRESS OF THE CONSUMER: _____

PIN CODE:- _____

CONTACT NO: Landline: _____ / Mobile No: - _____

FAX NO: _____

EMAIL ID: _____

3. CONSUMER NO AND PARTICULARS OF CONNECTION: / PROSPECTIVE CONSUMER APPLICATION No:
(Please state nature of connection)

4. DETAILS OF THE GRIEVANCE facts giving rise to the grievance:
(If space is not sufficient Please enclose separate sheet)

5. DATE OF ORIGINAL INTIMATION OF GRIEVANCE BY THE CONSUMER TO TPC's CALL CENTRE/CUSTOMER RELATIONS
CENTRE/OTHER DEPT:

6. STATUS OF ACTION TAKEN BY TPC's REPRESENTATIVE BASED ON YOUR COMPLAINT:

(Please enclose relevant communication from the company in his regard)

7. NATURE OF RELIEF SOUGHT FROM THE INTERNAL GRIEVANCE REDRESSAL CELL OF TPC:

(Please enclose proof to support claim, if any)

8. LIST OF DOCUMENTS ENCLOSED:

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

9. Declaration:-

i) I/We, the consumer/s herein declare that:

- a) The information furnished hereinabove is true and correct; and
- b) I/We have not concealed or misrepresented any fact stated hereinabove and the documents submitted herewith.
- c) The subject matter of my/our grievance is pending since (please mention the date when the complaint was filed) _____ before _____ (Please mention the name of the Department/Person contacted before when the grievance is pending)

Yours faithfully

(Signature)

(Consumer's Name in block letters)

b. Nomination-(If the consumer wants to nominate his representative to appear and make submissions on his behalf before the Redressal cell, the following declaration should be submitted)

I/We the above named consumer hereby nominate

Shri/Smt:

who is not an Advocate and 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 presence.

ACCEPTED

(Signature of Representative)

(Signature of Consumer)