

**Proforma for complaints preferred in 97<sup>th</sup> Dak Adalat to be held on 22.03.2016 at 15.00 hrs in the office of Chief Postmaster General Maharashtra Circle, Mumbai GPO Building, 2<sup>nd</sup> Floor, Mumbai-400 001 (Last Date 07.03.2016).**

1. SL No.
2. Name of the complainant along with full Postal Address, e-mail ID, contact no. etc.
3. Nature of Complaint/Grievances.
4. Details of Postal Authority/Authorities with whom the grievance was taken up earlier.  
Post Office/Mail Office.  
Name of the Division/Unit,  
Name of the Region.
5. Reply received from the proper authority. Copy of the correspondence may please be enclosed.
6. Reasons for further grievance/level of settlement with the response of the proper authority.
7. Specific relief which is requested by the applicant from this Department.