

**Pro forma for complaints preferred in 111<sup>th</sup> Dak Adalat to be held on 16.12.2019 at 11.00 am in the office of the Chief Postmaster General Maharashtra Circle, Mumbai GPO Building, 2<sup>nd</sup> Floor, Mumbai – 400001.  
(Last Date 30.11.2019)**

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.
  - a. Post Office/Mail Office
  - b. Name of the Division/Unit
  - c. 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.