

# Proforma for Complaints

(Complaints to be made by the public to the DVAC)

1.	Name and Father's name of the complainant	
2.	Address	
3.	Name of the officer(s) with designation and official address against whom the complaint is made.	
4.	Allegation(s) (to be specified with date, time and place of occurrence)	
5.	Name(s) and address(es) of witness(es) if any to speak to the allegation(s)	
6.	Document evidence, if any, may be specified	
7.	Any other agency had enquired into the matter earlier, if so the details thereof	

Place:

Date:

Signature of the Complainant

**Note:** To facilitate the enquiry into the complaint given above it is desirable that the complainant should give his name and address clearly. However, it is not mandatory for the complainant to reveal his identity. But in such a case, the given information should be specific and verifiable.