

**FORMAT FOR REFERRING CASES TO GRIEVANCE REDRESSAL
COMMITTEE**

Name of the contract	
Value of the contract	
Name and Designation of the applicant	
Address of the applicant	
Contact no of the applicant a) Mobile b) Landline	
Name of the company/ firm represented by the applicant	
Address and contact no of the company/Firm	
Copy of board resolution duly attested and notarized authorizing the applicant to represent the company/ firm in the grievance redressal procedure, negotiate and to accept any settlement/ thereon or Copy of duly attested power of attorney authorizing the applicant to represent the company / firm in the grievance redressal procedure, negotiate and to accept any settlement thereon	
Details of id proof of the applicant (Attested copy of the id proof to be enclosed)	
Brief details of the contract	
Name of the department of CSL overseeing the contract	
Name of the CSL officer dealing with the contract	
Gist of the grievance	