

**[A] COMPLAINANT'S DETAILS**

1. Name

2. Sex  Male  Female      3. Contact/Mobile No.

4. Address

5. District  State  Pin-Code

**[B] INCIDENT DETAILS**

1. Place of Incident (Village/Town/City)

2. District  State  Date of Incident

**[C] VICTIM'S DETAILS**

1. Name  No. of Victims

2. Address

3. District  State  Pin-Code

4. Religion  (Hindu/Muslim/Sikh/Christian/Buddha/Others)

5. Caste  SC  ST  OBC  Gen      6. Sex  Male  Female

7. Age  years      8. Disabled  Yes  No

**[D] Brief Summary of Facts/Allegations of Human Rights involved:**

**[E] Is this complaint against Members of Armed Forces/Para-Military?**  Yes  No

**[F]** Whether similar complaint has been filed before any Court/State Human Rights Commission or any other Commission in the State ?

**[G]** Name, Designation and Address of the Public Servant against whom complaint is being made:

**[H]** Name, Designation and Address of the Authority/Officials to whom the Public Servant is answerable:

**[I]** Prayer/Relief if any, sought:

**Guidelines on how to file complaint with the BHRC:**

1. Complaint may be made to the Commission by the victim or any other person on his behalf.
2. Complaint should be in writing either in English or Hindi or in any other language included in the 8th Schedule of the Constitution. Only one set of complaint needs to be submitted to the Commission.
3. Complaint may be sent by Post or Faxed at (0612)-2232280 or through E-Mail at **sec-bhrc@nic.in**.
4. No fee is chargeable on submission of a complaint.
5. The complaint shall disclose - (i) violation of human rights or abetment thereof of; (ii) negligence in the prevention of such violation by a public servant.
6. The jurisdiction of the Commission is restricted to the violation of human rights alleged to have been committed within one year of the receipt of complaint by the Commission.
7. Documents, if any enclosed in support of the allegations in the complaint, must be legible.
8. Name of the victim, his/her age, sex, religion/caste, state and district to which the incident relates, date of incidence, etc. should invariably be mentioned in the complaint.
9. The submission of the complaint in the specified format helps the Commission to expedite the disposal.
10. Following types of complaints are not ordinarily entertainable – (a) illegible (b) vague, anonymous or pseudonymous (c) trivial or frivolous in nature (d) matters which are pending before any other State Human Rights Commission or other Commission (e) any matter after the expiry of one year from the date on which the act constituting violation of human rights is brought to the notice of the Commission (f) allegation is not against any public servant (g) the issue raised relates to service matters or to labour/industrial disputes (h) allegations do not make out any specific violation of human rights (i) the matter is sub-judice before a Court/Tribunal (j) the matter is covered by judicial verdict/decision of the Commission.
11. As far as possible, complainants are encouraged to make use of the format given above to file their complaints. The guidelines indicate the kind of information which would facilitate in processing a complaint.
12. Action will be initiated only after the receipt of relevant petition.