

COMPLAINT FORMAT UNDER RTE ACT, 2009

A. Incident Details

Incident Place	Address	
	District	
	City/Town/Village	
	Block/Gram Panchayat	
	Nearest police Station	
	Pin Code	
Incident Date	(DD/MM/YYYY)	

Whether FIR/GD Lodged Put ✓ mark in the appropriate box	Yes	No
If yes, please mention FIR / GD Number with date & PS name		

B. Victim's Details (Concerned Child/ Children) : Put ✓ mark

Victim's/victims' Name & Address		Individual			Group		
District							
City/Town/Village							
Municipality(Ward)/Block/Gram							
Pin Code							
Telephone /Mobile							
Religion	Put ✓ mark in the appropriate one	Hindu	Muslim	Christian	Buddhist/J	Others	Unknown
Category	Put ✓ mark in the appropriate one	SC	ST	OBC	General		
Gender	Put ✓ mark in the appropriate one	Male	Female		Others		

Age in Years	
Victim's Father's / Mother's or Guardian's name	

C. Complaint Details

Specific Nature of Complaint	Put ✓ mark in the appropriate box
1	Charging fees for funds/ any reason whatsoever
2	Non-provision of free uniforms, textbooks and stationery etc.
3	Corporal punishment: physical punishment / mental harrassment
4	PTR / Lack of female teachers/ Lack of specialist teachers for CWSN
5	Discrimination / Mid Day Meal
6	Infrastructure: Toilets/Separate Toilets/Drinking Water/ Library/Play Ground etc
7	Absence of school / Request for opening new schools
8	Denial of admission owing to not having Birth Certificate/parental proof
9	Compelling children or guardians to appear for admission test
10	Detention of children in same class
11	Denial of issuing transfer/school leaving certificate
12	Denial of admission in Private/specified category school under 25% reservation quota
13	Non-functional/ Non-constitution of proper SMC
14	Others, Please Specify

D. Gist of Complaint (maximum 100 words)

E. Complainant's DetailsIf Details of Complainant are same as that of the victim's then put ✓ mark here Else fill below form

Name		For Individual	Gender (Put ✓ mark) Male/Female
Name	Organization / Group Address		
Complainant Individual/ District, Nearest police Station Pin Code			
Contact	Telephone Mobile Email		

Relationship with victim **F. Other Details : Put ✓ mark**Whether complaint has been sent to any Authority or is pending before a court: Yes No

If yes, mention details of the Authority / Court

G. Following documents have been enclosed:

1	
2	
3	
4	
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10	

Date of Submission: _____

Submitted by(signature): _____

Seal / Stamp of the NGO :
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