

D. Brief summary of facts/allegations of human rights involved

**E. Whether complaint is against Members of Armed Forces/
Para-Military**

Yes No

**F. Whether similar complaint has been filed before any Court/
State Human Rights Commission**

**G. Name, designation & address of the public servant against whom
Complaint is being made**

**H. Name, designation & 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 NHRC

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 eighth schedule of the Constitution. Only one set of complaint needs to be submitted to the Commission.
3. Complaint may be sent either by Post or Faxed at Nos. 91-11-23382911/23382734 or through e-mail **covdnhrc@nic.in**
4. No fee is chargeable on such complaints.
5. The complaint shall disclose i) violation of human rights or abetment thereof or; (ii) negligence in the prevention of such violations, 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, incident date etc. should invariably be mentioned in the complaint.
9. Please submit the complaint preferably in the enclosed format.
10. Following types of Complaint(s) are not ordinarily entertainable:
 - i. Illegible
 - ii. Vague, anonymous or pseudonymous;
 - iii. Trivial or frivolous in nature;
 - iv. The matters which are pending before a State Human Rights Commission or any other Commission;
 - v. Any matter after the expiry of one year from the date on which the act constituting violation of human rights is alleged to have been committed;
 - vi. Allegation is not against any public servant;
 - vii. The issue raised relates to civil dispute, such property rights, contractual obligations, etc;
 - viii. The issue raised relates to service matters;
 - ix. The issue raised relates to labour/industrial disputes;
 - x. Allegations do not make out any specific violation of human rights;
 - xi. The matter is sub-judice before a Court/ Tribunal;
 - xii. 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.