

**APPENDIX 29**

**PROFORMA FOR SUBMISSION OF GRIEVANCE REPRESENTATION**

1. Name of the Applicant :.....
2. Address: :.....
3. Grievance subject: Details may be mentioned (use additional sheets, if required)
4. Particulars of file/ correspondence :.....  
Ref No./date of DGFT or its regional office, if any:
5. Whether the head of the concerned regional licensing office has been approached Yes [ ] No. [ ]  
if so, furnish particulars/ decision, if any, taken . :.....
6. Any other remarks :.....

Signature of the Applicant : .....

Name in Block Letters : .....

Designation : .....

Place: ..... Tel. No. : .....

Date: ..... E-mail Address : .....