

## **Format for filing a complaint with the KSHRC**

### **A. COMPLAINANT'S DETAILS**

1. Name

2. Sex

Male	Female
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3. Full Address

District	
Pin Code	

### **B. INCIDENT DETAILS**

1. Incident Place (Village/Town/City)

2. Date of incident

3. District

**C. VICTIM'S DETAILS**

1. Name of the victim

2. No. of victims

3. Full Address

District	
Pin Code	

4.

Religion	Caste (SC/ST/OBC/General)	Sex	Age	Whether Disabled person

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

E. Whether similar complaint has been filed before any Court/Commission.

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

G. Name, designation & address of the authority/officials to whom the public servant is answerable.

H. Prayer/Relief if any, sought.

**Guidelines on how to file complaint with the KSHRC**

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 Kannada. Only one set of complaint needs to be submitted to the Commission.
3. Complaint may be sent either by Post or by Fax to Nos. 080-22392206/07 or through e-mail to **kshrc2007@gmail.com**
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 Commission will not entertain complaints relating to any matter after the expiry of one year from date on which the act is alleged to have been committed.
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, 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. Unsigned;
  - v. Which will not reveal full postal address;
  - vi. The matters which are pending before any other Commission;

- vii. 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;
- viii. Allegation is not against any public servant;
- ix. The issue raised relates to civil dispute, such property rights, contractual obligations, etc;
- x. The issue raised relates to service matters;
- xi. The issue raised relates to labour/industrial disputes;
- xii. Allegations do not make out any specific violation of human rights;
- xiii. The matter is sub-judice before a Court/ Tribunal;
- xiv. The matter is covered by judicial verdict/decision of the Commission.

11. As far as possible complainants are advised 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.