

## SELF EXPLANATORY APPLICATION FOR THE USE OF CONSUMERS/ASSEESSEES

Name of the Complainant :  
Address :

C.M.C.No. :

Complaint	Copy of Documents to be produced	Remarks of the Complainant
1. New Assessment	Rule 3 A Notice / G.R.S. Order of CMC	
2. Name Change	CMC order	
3. A.V. Change	Rule 3A Notice/ General Survey Order	
4. Classification Change	E.B. Card and Consumer Card	
5. Wrong Demand / Excess Demand	Proof of water connection charges paid challan	
6. Reconciliation for the payments already effected.	Payment receipt to be produced.	
7. Cancellation of demand on account.	i, Non-existing of Water / Sewer connection  ii. Duplicate demands (1 <sup>st</sup> page of CMC Book	
8. Sub-Division	Rule 3A Notice / G.R.S. Order of CMC	
9. Refund/Adjustment of excess demand paid.	Original paid receipt to be given.	
10. Vacancy Remission of Tax	CMC order	
11. Appeal cases with Corporation	Appeal made to CMC	
12. Payment for Court cases	Court order copy	
13. Installment on water & Sewerage Tax / Charges.		

I request that necessary action may kindly be taken for redressal of my grievance as mentioned is Item No. .

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Yours Faithfully,

(Signature of the Complainant)

To the Area Engineer / SAO - CMWSS Board, Chennai.