

Format Of Appeal To Managing Director Regarding Contract Agreement

- 1- Name of Firm/Contractor with complete Address _____
- 2- Agreement No. _____
- 3- Description Of Agreement _____
- 4- Date of Start of Agreement _____
- 5- Stipulated date of Completion of Agreement _____
- 6- (a) Name of concerning Division _____
(b) Name of concerning Circle _____
(c) Name of concerning Zone _____
- 7- Description of Complaint/ Claim mentioning their Nature,
Amount and Relevant Clause of the contract
including amount of claim :-
 1. _____
 2. _____
 3. _____
- 8- Total Amount of claim _____
- 9- (a)Description of previous communication/Claim
made to Executive Engineer regarding their Claims
mentioning date of submission and outcomes
 1. _____
 2. _____
 3. _____
(b)Description of previous communication/Claim
made to Superintending Engineer regarding their
Claims mentioning date of submission and outcomes
 1. _____
 2. _____
 3. _____
(c)Description of previous communication/Claim
made to Chief Engineer regarding their Claims
mentioning date of submission and outcomes
 1. _____
 2. _____
 3. _____
- 10- Date of Submission of claim _____

*If contractors/firms want to appeal to Managing Director regarding their claims of their contract agreement will have to submit their claim in above said format along with formal covering letters and all the relevant documents in hard copy to the office of the "Managing Director , Uttarakhand Peyjal Nigam, 11 Mohini Road, Dehradun 248001" within a time frame given in contract.