

**Form JERC-1**

*(See Regulation 12 of Conduct of Business Regulations)*

**Joint Electricity Regulatory Commission for the State of  
Goa and Union Territories**

**Fee Register**

Sl. No.	Petition/ Application No.	Name of party remitting DD/Pay Order	Purpose of remittance of DD/Pay Order	No. & Date of DD/Pay Order	Particulars of IPO/DD Amount	Name of the Bank	Name & initials of clerk	Name & initial of Officials to whom pay order has been passed	Remarks
1	2	3	4	5	6	7	8	9	10

**Form JERC-2**

*(See Regulation 13 of Conduct of Business Regulations)*

**General Heading for Proceedings**

**BEFORE THE JOINT ELECTRICITY REGULATORY COMMISSION  
FOR THE STATE OF GOA AND UNION TERRITORIES**

FILING NO.:

CASE NO.:

(To be filled by the Office)

IN THE MATTER OF:

Names of the Petitioners/Applicants

..... Add Description and Address(es)

V/s

Name of the Respondents

..... Add Description and Residence/Address(es)

AND

IN THE MATTER OF:

(Gist of the purpose of the Petition or application)

**Form JERC-3**

*Affidavit (See Regulation 14 of Conduct of Business Regulations)*

**BEFORE THE JOINT ELECTRICITY REGULATORY COMMISSION  
FOR THE STATE OF GOA AND UNION TERRITORIES**

FILING NO.:

CASE NO.:

(To be filled by the Office)

IN THE MATTER OF:

Names of the Petitioners/Applicants

..... Add Description and Address(es)

V/s

Name of the Respondents

..... Add Description and Residence/Address(es)

AND

IN THE MATTER OF:

(Gist of the purpose of the Petition or application)

**Affidavit in support of the Petition/Reply/Application**

I,....., son/daughter/wife of.....aged.....  
residing at..... do hereby solemnly affirm and  
declare as under:

1. I am the petitioner/applicant/respondent (or I am the Director/Secretary/Partner ..... of ....., the petitioner/application/respondent having been duly authorized by the said petitioner/applicant/respondent) and I am well conversant with the facts of the case and therefore competent to swear this affidavit.
2. The contents of the accompanying petition/application/reply may be read as part and parcel of the present affidavit and the same are not being reproduced herein for the sake of brevity.
3. That the petition/application/reply has been drafted by me/by my counsel under my instructions and the same has been read over to me and understood by me.
4. The facts stated in the accompanying petition/application/reply are true and correct to my knowledge and nothing has been concealed therefrom.

Deponent

**Verification:**

Verified at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_  
20\_\_ that the contents of the above affidavit are true to my knowledge, no part of it is  
false and nothing has been concealed therefrom.

Deponent

**Form JERC-4**

*(See Regulation 15 of Conduct of Business Regulations)*

**BEFORE THE JOINT ELECTRICITY REGULATORY COMMISSION  
FOR THE STATE OF GOA AND UNION TERRITORIES**

IN THE MATTER OF

Petition No.

..... Petitioner(s)

V/s

..... Respondent(s)

**Memorandum of Appearance**

I, ....., practicing/working as..... having been authorized by.....(furnish the particulars of the person authorizing), hereby enter appearance on behalf of..... and undertake to plead and act for him/it in all matters in the aforesaid case.

Place:\_\_\_\_\_

Date:\_\_\_\_\_

Signature & Designation

Address for Correspondence:

**Form JERC-5**

*(See Regulation 15 of Conduct of Business Regulations)*

**Joint Electricity Regulatory Commission for the State of  
Goa and Union Territories**

**Petitions/Applications Register**

Sl. No.	Dairy No.	Date of Filing	Petition/ Application No.	Name & address of the Petitioner(s)	Name & address of the Respondent(s)	Subject matter of the petition/ application	Date of admission	Particulars of interim orders passed, if any	Date and particulars of final order	Details of appeal, if any filed	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**Form JERC-6**

(See Regulation 15 of Conduct of Business Regulations)

**Joint Electricity Regulatory Commission  
for the State of Goa and Union Territories**

No.

**Subject:** Petition under Section \_\_\_\_ of Electricity Act of 2003 in the matter of.....

Dear Sir,

I am directed to refer to your petition/application dated..... Filed on..... on the above subject and to inform you that on scrutiny, the following defects have been pointed out:

1. The petition is not in the form (JERC-2) prescribed in Chapter II of the JERC, Conduct of Business Regulations.
2. The names, descriptions and addresses of the parties have not been furnished in the cause title.
3. The following necessary parties have not been impleaded:
  - a.
  - b.
  - c.
4. The petition has not been duly signed.
5. The petition has not been supported by an affidavit.
6. The affidavit is not on the form prescribed in Chapter II of the JERC comprehensive conduct of Business Regulations.
7. The affidavit has not been signed and sworn before the competent authority.
8. Six copies of the petition have not been filed.
9. The copies of the petitions are not complete in all respects.
10. The copies of the documents are not legible and duly attested.
11. Translation, in English/Hindi/any other language recognized by the Commission, of the documents and other material, contained in a language other than English/Hindi/any other language recognized by the Commission, has not been filed.
12. Authenticity of the translation of the documents, in English/Hindi/any other language recognized by the Commission, has not been furnished.
13. The *Vakalatnama*/letter of authorization has not been filed.
14. The *Vakalatnama* is not properly executed and necessary court fee has not been paid.
15. The prescribed fee for the petition/application has not been paid.
16. The index of documents has not been filed.
17. The pagination of the documents has not been done properly.
18. \_\_\_\_\_
19. ....

You are requested to rectify the defects within three weeks of issue of this letter, failing which the petition shall be deemed to have been rejected.

Yours faithfully,

(Bench Officer)

**Form JERC-7**

*(Regulation 23 of the Conduct of Business Regulations)*

**BEFORE THE JOINT ELECTRICITY REGULATORY COMMISSION  
FOR THE STATE OF GOA AND UNION TERRITORIES**

IN THE MATTER OF

Petition No.

..... Petitioner(s)

V/s

..... Respondent(s)

**Application for Inspection of Documents/Records**

I hereby apply for grant of permission to inspect the documents/records in the above case. The details are as follows:

1. Name & address of the person  
seeking permission
2. Whether he is party to the case or  
he is the authorized representative  
of any Party. Furnish necessary particulars
3. Details of papers/documents  
sought to be inspected
4. Purpose for seeking inspection
5. Date and duration of the inspection  
sought
6. The amount of fee payable and the  
mode of payment

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature

**Office use**

Granted inspection on \_\_\_\_\_ / Rejected

Secretary



**Form JERC-8**

*(See Regulation 23 of Conduct of Business Regulations)*

**Joint Electricity Regulatory Commission for the State of  
Goa and Union Territories****Register for Inspection of Records**

Sl. No.	Name of the applicant	Date of application	Records to be inspected	Purpose of inspection	Amount paid with particulars of DD/Pay Order No. Date Bank	Date on which inspected	Official in whose presence the record inspected	Signature of all person inspecting the records	Remarks
1	2	3	4	5	6	7	8	9	10

**Form JERC-9**

*(See Regulation 24 of Conduct of Business Regulations)*

**BEFORE THE JOINT ELECTRICITY REGULATORY COMMISSION  
FOR THE STATE OF GOA AND UNION TERRITORIES**

IN THE MATTER OF

Petition No.

..... Petitioner(s)

V/s

..... Respondent(s)

**Application for grant of certified copy**

1. Name & address of applicant
2. Whether the applicant is party  
to the case
3. Whether the case is pending or  
disposed of
4. Description with date of the documents  
of which copy is applied for
5. No. of copies required
6. Amount of fee remitted and  
mode of payment

Signature

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**Office use**

Granted/Rejected  
Additional Copying fee  
Payable/Paid and details thereof

Secretary

**Form JERC-10**

*(See Regulation 24 of Conduct of Business Regulations)*

**Joint Electricity Regulatory Commission for the State of  
Goa and Union Territories**

**Register of Copy Applications**

Sl. No	Date of application	Name of the appli- cant	Petition No.	Particulars of the document whose copy is required	Amount received	Particulars of DD/Pay Order No., Date & Bank	No. of pages	Addl. Amount & particulars of DD/Pay Order	Date of preparation	Date of delivery	Signature of the person receiving	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13