

# Format of Grounds of Appeal

Appellant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Appeal No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Respondent: \_\_\_\_\_

## Subject:

Grounds of Appeal Against the Order Dated \_\_\_\_\_ Passed by \_\_\_\_\_

## 1. Chronology of Events

Date of Order: \_\_\_\_\_  
Details of Order Appealed: \_\_\_\_\_

## 2. Grounds of Appeal

1. The order dated \_\_\_\_\_ passed by \_\_\_\_\_ is contrary to the facts and legal provisions.
2. The authority has failed to consider material evidence/document(s) that were produced during the proceedings.
3. The order is based on an incorrect interpretation of law/applicable rules.
4. The penalty imposed is excessive and unjustified in light of the facts presented.
5. Other grounds may be urged at the time of hearing.

## 3. Relief Sought

In view of the foregoing grounds, it is respectfully prayed that the Hon'ble Authority may kindly set aside the order dated \_\_\_\_\_ and pass such other appropriate order(s) as deemed fit and proper in the interest of justice.

## 4. List of Documents Attached

1. Copy of the impugned order
2. Relevant supporting documents
3. Any other documents relied upon

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

Signature of Appellant

\_\_\_\_\_

## Important Notes:

- Ensure all factual details and date references are accurate and up-to-date.
- Attach all relevant documents to support your grounds of appeal.
- Clearly specify the relief or outcome sought by the appellant.
- Seek legal advice if unsure about the specific grounds or procedure.
- Sign and date the document before submission.