## Annexure 40: Grievance Redressal Form

### Summary of Grievance

Complaint reference number

Complaint Date

Closure date

|  |  |
| --- | --- |
| Name of the complainant |  |
| Details of the complainant  (Address along with phone number and e- mail address) |  |
| Nature of complaint |  |
| Name of the individual / department the issue raised against |  |
| Designation & Office address |  |
| Brief description of grievance |  |
| Name of Individual / Department Grievance assigned  (Redressing officer) |  |
| Designation & Office address |  |
| Action Taken |  |
| Redressal measures |  |

Feedback of Complainant

Signature of redressing officer: Signature of complainant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Please attach all relevant documents for records