

Annexure 40: Grievance Redressal Form

**Summary of Grievance**

Complaint reference number	
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Complaint Date	
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Closure date	
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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	
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Signature of redressing officer:

Signature of complainant:

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Please attach all relevant documents for records