

SAMPLE GRIEVANCE REDRESS FORM

The Kolkata Environmental Improvement Investment Program welcomes complaints, suggestions, queries and comments regarding project implementation. We encourage persons with grievance to provide their name and contact information to enable us to get in touch with you for clarification and feedback. Should you choose to include your personal details but want that information to remain confidential, please inform us by writing/typing *(CONFIDENTIAL)* above your name.

Thank you.

Date	Place of registration			
Contact Information/Personal Details				
Name		Gender	* Male * Female	Age
Home Address				
Place				
Phone no.				
E-mail				
Complaint/Suggestion/Comment/Question Please provide the details (who, what, where and how) of your grievance below:				
If included as attachment/note/letter, please tick here:				
How do you want us to reach you for feedback or update on your comment/grievance?				

FOR OFFICIAL USE ONLY

Registered by: (Name of Official registering grievance)

Mode of communication: Note/Letter E-mail Verbal/Telephonic	
Reviewed by: (Names/Positions of Official(s) reviewing grievance)	
Action Taken:	
Whether Action Taken Disclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Means of Disclosure:	