

**APPLICATION FOR REDRESSAL OF GRIEVANCE**

To,

**Internal Grievance Redressal Cell,**

**Date** \_\_\_\_\_

**1. NAME OF THE APPLICANT/COMPLAINANT:** -----

**2. FULL ADDRESS OF THE APPLICANT/COMPLAINANT:** -----

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PHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL ID: \_\_\_\_\_

**3. DETAILS OF THE GRIEVANCE:**

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**4. STATUS OF ACTION TAKEN BY REPRESENTATIVE BASED ON YOUR COMPLAINT**

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Yours faithfully,

(Signature)

(Name in block letter)