

**"A"**

**FORMAT FOR REGISTERING GRIEVANCE**

<b>From:</b>		<b>To:</b>	
Name	_____	Public Grievance Officer	
Address	_____	Address	_____
	_____		_____
Contact No.			_____
(Office)	_____		_____
(Residence)	_____		_____
(Mobile)	_____		

As per the Scheme of Public Grievance Redressal, I register my grievance as detailed below:

**"Details of Grievance"**

**Undertaking:** I hereby certify that statements made in my Grievance and the data enclosed are true & complete to the best of my belief. If at any time any part of the Grievance or the data is found to be false, I will be liable for any legal action that the company may deem it fit.

Date: \_\_\_\_\_ Name \_\_\_\_\_ **(Signature)**

Enclosures, if any, for supporting the Grievance.