

## STAKEHOLDER GRIEVANCE REDRESSAL FORM

### 1. Stakeholder Details

- Name: \_\_\_\_\_
- Organization (if applicable): \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email ID: \_\_\_\_\_

### 2. Type of Stakeholder

- Client / Customer
- Vendor / Supplier
- Community Member
- Employee
- Other (please specify): \_\_\_\_\_

### 3. Nature of Grievance

- Service Issue
- Ethical Concern
- Environmental Concern
- Labour / Workplace Issue
- Financial / Transaction Issue
- Other (please specify): \_\_\_\_\_

### 4. Details of Grievance

(Please describe the issue clearly, including date, location, and persons involved, if any)

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### 5. Supporting Documents (if any)

- Yes (please attach)
- No

### 6. Preferred Resolution (if any)

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**7. Confidentiality Request**

- Yes, I request confidentiality
- No

**8. Declaration**

I confirm that the information provided is true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**For Office Use Only**

- Grievance ID: \_\_\_\_\_
- Date Received: \_\_\_\_\_
- Received By: \_\_\_\_\_

**Assessment & Action Taken**

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**Status**

- Open
- Under Review
- Resolved
- Closed

**Closure Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_