

COMPLAINT FORM



1. Services

- Purchase
- Store
- Electrical
- Civil
- Horticulture
- Janitorial
- R&I

2. Security & Communication

- Security
- Communication

3. HR

4. Accounts

5. Audit

6. IT Centre

From : _____ Date: _____

Department of : _____ Ref : _____

To : _____

Subject: _____

Complaint : _____

For Respective Complaint Office use only :

Refer to : _____ Date : _____

Remarks: _____

Complaint rectified by : _____

Acknowledgement by : _____

Designation : _____

Date : _____
