





**FOR OFFICIAL USE ONLY**

Receipt of Feedback (Including acknowledgement)

Received by	
<b>Name</b> :	<b>Signature</b> :
<b>Designation</b> :	
<b>Date</b> :	
<b>Serial No.</b> : (CYYYY_XXX)	

Follow-Up

Proposed Action(s) Plan
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Proposed by	
<b>Name</b> :	<b>Date</b> :

Approved by Management	
<b>Name</b> :	<b>Signature</b> :
<b>Designation</b> :	
<b>Date</b> :	

Performed by	
<b>Name</b> :	<b>Signature</b> :
<b>Designation</b> :	
<b>Date</b> :	

\*To attach any supporting documents together with the form if necessary.

Approved by Management	
<b>Name</b> :	<b>Signature</b> :
<b>Designation</b> :	
<b>Date</b> :	

Tracker	
<b>No. of days taken to acknowledge the Grievance Form</b> :	
<b>No. of days taken to provide a solution to Grievant</b> :	
<b>Total No. of days taken to resolve the entire grievance / issue</b> :	

**CONFIDENTIAL**



Acknowledgment

**Outcome:**       Satisfied       Not Satisfied

**Remarks:**

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**Date**            : \_\_\_\_\_ **Signature**            : \_\_\_\_\_