

FORMAT FOR RE-APPEALING FOR GRIEVANCE

From:
Name: _____
Address: _____

Contact No.: _____

To
The Principal (Grievance Officer)
ITI Raiganj | Karnajora
Uttar Dinajpur | W.B | 733130

Previous Grievance Sl. No. & Date: _____ (to enclose Acknowledgement Copy)

Reply of Grievance Officer Date: _____ (to enclose Copy of Reply)

I appeal against the reply to my Grievance on the Subject _____
_____, dated _____ due to the following reasons

Date: _____
Place: _____

Signature of the Complainant

Name in BLOCK LETTER: _____

Enclosure, if any (For supporting re-appeal):

Note: Clear reasons as to why the reply is not satisfactory need to be stated submitting the Appeal.

✂

Acknowledgement

Received from Sri/Smt. _____

Address: _____

Date: _____
Place: _____

Signature of Receiving Officer with Se