

Sl. No. ....

## FORMAT FOR REGISTERING GRIEVANCE

From:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

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

I register my grievance as detailed below (attach extra sheet, if needed):

.....  
 .....  
 .....  
 .....  
 .....

**Undertaking:** I hereby certify that statements made in my Grievance and the data enclosed are true and 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 authority may deem it fit and proper.

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

\_\_\_\_\_  
 Signature of the Complainant

Name in BLOCK LETTER: \_\_\_\_\_

Enclosure, if any (For supporting Grievance):

✂ \_\_\_\_\_

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### Acknowledgement

Received Grievance/Complaint from Sri/Smt. \_\_\_\_\_

Address: \_\_\_\_\_

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

Place: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Receiving Officer with Seal