

Appendix: 1 – Sample Grievance Form and Sample Procurement-Complaints Acknowledgement

1. Sample Grievance Registration Form (OFFLINE MODE)

The Skills Strengthening for Industrial Value Enhancement (STRIVE) welcomes complaints, suggestions, queries, and comments regarding project implementation. We encourage persons with a grievance to provide their name and contact information to enable us to get in touch with you for clarification and feedback.

Should you choose to include your personal details but want that information to remain confidential, please inform us by writing/typing (CONFIDENTIAL) above your name. Thank you.

Date	Place of registration				
Contact information / personal details					
Name		Gender Male / Female		Age	
Phone number			Email id		
ITI/IC name & details					
Complaints/Suggestions/Comments/Questions: Please provide details (who, what, where and how) of your grievance below:					
If included as letter/attachment/note, please tick here					
How you want us to reach you for feedback or update you on your grievance/comments					

For office use only

Registered by: (Name of official registering grievance)	
Mode (Only Offline Mode)	
<ul style="list-style-type: none"> ▪ Note/Letter ▪ 	
Reviewed by (Name/Position of official(s) reviewing complaint)	
Action taken	
Whether action taken disclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Means of disclosure	