

# GRIEVANCE REDRESSAL CELL (GRC)

FORMAT FOR FILING A COMPLAINT AGAINST ANY FORM OF GRIEVANCE FOR STAKEHOLDERS

## I. Details of the Complainant(s):

<b>Name</b> (In capital letters)	
<b>Age</b>	
<b>Gender</b>	Male: [     ] Female: [     ] (Please tick)
<b>Category</b>	GEN:    ST:    OBC:    SC:    (Please tick)
<b>Whether Student or Employee</b>	
<b>Department/ Class / Office</b>	
<b>Contact Address</b>	
<b>Mobile Number</b>	
<b>Email</b>	

## II. Person(s) against whom the complaint is being lodged:

<b>Name</b> (In capital letters)	
<b>Department/ Class / Office</b>	
<b>Contact Address (OPTIONAL)</b>	
<b>Mobile Number (OPTIONAL)</b>	
<b>Email (OPTIONAL)</b>	

## III. Brief description of the complaint (in English / Bengali / Hindi):

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## IV. Any other relevant information:

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

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

Signature of Complainant