

Format for raising a grievance to Level-1 (Committee)

Annexure "A"

To

Date.....

The members of Grievance Committee
Skill Council for Mining Sector,
C/o FIMI House, B -311
Okhla Industrial Area -Phase-1
New Delhi-110020

Subject: grievance (against person/process.....)

Dear Sirs,

On above subject details of my/our grievance is as under: -

Name and address of Aggrieved person/partners	
Email ID and Mobile No.	
Relation with SCMS	
Date of initiation of grievance	
Brief description of grievance	
Name and details of persons against whom grievance is raised with reasons	
Remedy suggested by concerned officials of SCMS	
Reasons for not agreeing to suggestions	
Suggestive possible options for resolving the grievances	
Names and details of persons who will witness in support of your claim.	
List of evidence/ documents being attached in support of grievance	

Thanking you,
Yours Faithfully,

Signature

(Name:)
