



# Dewan Abdul Gani College

Harirampur, Dakshin Dinajpir, West Bengal – 733125

## Staff Grievance Form

### PART I

1. Name of Staff: \_\_\_\_\_
2. Designation & Department: \_\_\_\_\_
3. Mobile No.: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Nature & Description of Grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date & Place of occurrence of the incident: \_\_\_\_\_

\_\_\_\_\_  
Date & Place

\_\_\_\_\_  
Staff's Signature

### PART II (to be filled by the Grievance Redressal Committee)

- (i) Cause and description of the incident:
  
  
- (ii) Description of appeal:
  
  
- (iii) Action taken/ Outcome of the report:

\_\_\_\_\_  
Date & Place

\_\_\_\_\_  
Signature of the Convenor  
Internal Complaints Committee (ICC)