

For Administrative Purposes

Mechanism of feedback via:

- Email
- Phone Call
- Fax/Letter
- Service counter
- Others: _____

Initial Actions Taken

Informed Trainee : Yes/No if Yes, Date: _____

Time Taken for initial response : Days

Attended By: _____
Name & Designation/Signature/Date

STATUS UPDATE after initial Response (i.e 7 working days from date of feedback)

Resolved Unresolved

For Unresolved cases, action taken by management

Attended By: _____
Name & Designation/ Signature/Date