

INTEGRAL COACH FACTORY, MADRAS - 38

PERSONNEL DEPARTMENT (WELFARE CELL)

GRIEVANCE REDRESSAL AID

Name : Emp.No. :

Designation : Tkt.No. :

Shop/Office :

Are you satisfied with (please tick the appropriate column)

Yes No

1. Assignment of seniority
2. Fixation of pay
3. Grant of annual increment
4. Sanction of leave (LAP/LHAP)
5. Sanction of PF advance/Fianl withdrawal
6. Sanction of other advances viz.,HBA,
Scooter, Cycle, etc.
7. Grant of NDA/NHP etc.
8. Payment of Unpaid Wages
9. Grant of OTA/Periodical CR

If you are not satisfied on any item(s) referred to above, please give the full details.

Signature of the employee

Forwarded to CLWI/S & F

Signature of the Supervisor