

TEMPLATE
for Complaint Enquiry

Sr.no.	Particulars	Remarks
1	Name & Address of the Factory	
2	Name & Address of the Complainant (See sec. 118-A of the Factories Act 1948)	
3	Date & Source of Receipt of the Complaint	
4	Nature of the Complaint	
5	Name & Designation of the complaint Enquiry officer	
6	Date of Enquiry of the Complaint	
7	Finding / Observation of the Complaint	
8	Remedial Measures Suggested	
9	Legal Action	
10	Monetary / Other Benefits Received to the Complainant	
11	Date of Reply Sent to the Complainant	

Signature.
Name and Designation
of management representative

Signature.
Name of Asst/Dy. Director
Industrial Safety & Health