



Motilal Nehru National Institute of Technology, Allahabad
(Institute Committee for Construction & Maintenance)
Email : iccm@mnnit.ac.in

Complaint Registration Form

1-Engineering Service Division : (i)-Civil (ii) Electrical (iii) Gardening/ Horticulture/ Forestry

2-Location: (i) Residential Colony (ii) Hostels (iii)Academic Campus

3-Category of Works: (i) Mason (ii) Plumbing (iii) Carpentry (iv) Drainage (v) Other
(viz. works relating to)

4-Description of Complaint : -----

5-Is this the first complaint or reminder ? If reminder, please give the date of last complaint.

Date:

Recommendation of HOD/Section Incharge
(In case of office use only)

Sign.of Complainant -----
Name of Complainant -----
Department/ Section -----
Employee code No.-----
Phone No. -----
Mob. No.-----

For Office Use Only

- I. Complaint No.----- II. Date :-----
III. Mode of Receipt : Email/ in person/ through dispatch
IV. Staff Receiving the Complaint -----
V. Assessment of the AE/JE : Executable / Non Executable
(i) Expected Date of completion -----
(ii) Assignment of Duty-----
(iii) Reason for non- executability (if any) :
(a) Non availability of manpower.
(b) Non availability of material.
(c) Need of Technical input/support .
(d) Proposal under consideration (for special/ non - routine works)
(e) Any Other Reason : -----
VI. Actual date of completion of Work-----.