

Circular no. 138. Project manager shall be required to send a report on customer complaints by the end of each month for the complaints received in the prior months, that are still not closed (i.e., ATR not sent & QC check not done).

List of customer complaints	02
Name of the project	VOC
Signature of the project manager	A. Suresh
Date:	27-04-2022

Sl. No	Complaint ID	Unit no	Complaint date	Brief description of complaint	Explanation for pending works	Timeline for completing the works
1.	13356	B 190	17-04-2021	ATR Uploaded	Work completed	-
2.	13376	A 281	26-04-2021	ATR Uploaded	Work completed	-



APPROVED BY
12 7 APR 2022
A. SURESH
PROJECT MANAGER