

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	07
Name of the project	VOC
Signature of the project manager	
Date:	07-07-2020

Sl. No	Complaint ID	Unit no	Complaint date	Brief description of complaint	Explanation for pending works	Timeline for completing the works
1.	12991	83	21-03-2020	Out side groos laying pending	Work completed	
2.	12992	108	21-03-2020	Lawn work & paint touch up work	Work completed	
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