

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:	27-02-2021

Sl. No	Complaint ID	Unit no	Complaint date	Brief description of complaint	Explanation for pending works	Timeline for completing the works
1.	13297	B 55	10-12-2020	There is terrace top crack developed	Work under progress	01-03-2021
2.	13323	C 124	04-02-2021	Damaged cladding tiles&out side left corner of kitchen path work nit done	Work under progress	02-03-2021

C. J.

