KSPH&IDCL	FORMAT FOR COMPLAINT REGISTER	F : 12 - 5 Rev. No. 1 Page 1 of 1	
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Division : Complaint Register

	SINo	Name of the Work	Complaints Received from	Reference letter / date	Agency Who Carried out the work	Division/ Sub Division	Brief details of Complaints	Action taken	Reply reference to client / Customer	Remarks
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