



Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 02

Beneficiaries Detail of Submitted Grievances

GN Division :-.....

No	Date of submission	Personal details of complainant				If a Aswesuma beneficiary, put on "✓"	Brief of Grievance	other
		Name	Address	ID Number	Contact Number			

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**Beneficiaries Detail of Submitted Grievances**

DS Division :-.....

No	Date of submission	DN Division	Complaint Referral - Direct / GRC -01	Personal details of complainant				If a Aswesuma beneficiary, put on "√" Name	Brief of Grievance	other
				Name	Address	ID Number	Contact Number			

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Beneficiaries Detail of Submitted Grievances

District :-.....

No	Date of submission	DS Division	GN Division	Complaint Referral - Direct / GRC -02	Personal details of complainant				If a Aswesu ma beneficiary, put on "√" Name	Brief of Grievance	other
					Name	Address	ID Number	Contact Number			

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Beneficiaries Detail of Submitted Grievances – National Level

No	Date of submission	District	DS Division	GN Division	Complaint Referral - Direct / GRC -02	Personal details of complainant				If a Aswesum a beneficiary, put on "√" Name	Brief of Grievance	other
						Name	Address	ID Number	Contact Number			

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Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 03

Beneficiaries Detail of Resolved Grievances

GN Division :-.....

<i>No</i>	<i>Date of submission</i>	<i>Date of resolved</i>	<i>Beneficiary Name & Contract Number</i>	<i>If a Aswesuma beneficiary, put on "√" Name</i>	<i>Brief of Grievance</i>	<i>Solution of given</i>	<i>Consent of Beneficiary</i>	<i>other</i>

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Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 03

Beneficiaries Detail of Resolved Grievances

DS Division :-.....

<i>No</i>	<i>Date of submission</i>	<i>Date of resolved</i>	<i>Beneficiary Name & Contract Number</i>	<i>If a Aswesuma beneficiary, put on "√" Name</i>	<i>Brief of Grievance</i>	<i>Solution of given</i>	<i>Consent of Beneficiary</i>	<i>other</i>

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Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 03

Beneficiaries Detail of Resolved Grievances

District :-.....

<i>No</i>	<i>Date of submission</i>	<i>Date of resolved</i>	<i>Beneficiary Name & Contract Number</i>	<i>If a Aswesuma beneficiary, put on "√" Name</i>	<i>Brief of Grievance</i>	<i>Solution of given</i>	<i>Consent of Beneficiary</i>	<i>other</i>

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Beneficiaries Detail of Resolved Grievances – National Level

<i>No</i>	<i>Date of submission</i>	<i>Date of resolved</i>	<i>Beneficiary Name & Contract Number</i>	<i>If a Aswesuma beneficiary, put on “√” Name</i>	<i>Brief of Grievance</i>	<i>Solution of given</i>	<i>Consent of Beneficiary</i>	<i>other</i>

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Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 04

Beneficiary Grievances Forwarded to GRC Level-02 (DS Division)

GN Division :-.....

<i>No</i>	<i>Date of submission</i>	<i>Date of forwarded to GRC -02</i>	<i>Beneficiary Name & Contract Number</i>	<i>If a Aswesuma beneficiary, put on "√" Name</i>	<i>Brief of Grievance</i>	<i>Decision of committee</i>	<i>Consent of Beneficiary</i>	<i>other</i>

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Beneficiary Grievances Forwarded to GRC Level-03 (District)

DS Division :-.....

<i>No</i>	<i>Date of submission</i>	<i>Date of forwarded to GRC -02</i>	<i>Beneficiary Name & Contract Number</i>	<i>If a Aswesuma beneficiary, put on "√" Name</i>	<i>Brief of Grievance</i>	<i>Decision of GRC -01</i>	<i>Decision of GRC -02</i>	<i>Consent of Beneficiary</i>	<i>other</i>

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Beneficiary Grievances Forwarded to GRC Level-04 (National)

District:-.....

<i>No</i>	<i>Date of submission</i>	<i>Date of forwarded to GRC -02</i>	<i>Beneficiary Name & Contract Number</i>	<i>If a Aswesuma beneficiary, put on "✓" Name</i>	<i>Brief of Grievance</i>	<i>Decision of GRC - 01</i>	<i>Decision of GRC - 02</i>	<i>Decision of GRC -03</i>	<i>Consent of Beneficiary</i>	<i>other</i>

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Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 04

Beneficiary Details of Unresolved Grievances – National Level

No	Date of submission	Date of forwarded to GRC -02	Beneficiary Name & Contract Number	If a Aswesum a beneficiary, put on "√" Name	Brief of Grievance	Decision of GRC -01	Decision of GRC -02	Decision of GRC -03	Decision of GRC -03	Consent of Beneficiary	other

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Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 05

Progress in Grievance Management

20.....,monthfrom 20.....,monthto date

DS Division

DN Division	* GRC Level - 01				GRC Level - 02				Total				other
	received	resolved	Forwarded to GRC-02	Remains to be reviewed	received	resolved	Forwarded to GRC-03	Remains to be reviewed	Received (5+2+4)	Resolved (2+6)	Forwarded to GRC-03 ⁷	Remains to be reviewed (4+8)	
	1	2	3	4	5	6	7	8					

* - Enter the information provided from GRC Level -01

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Community Empowerment Programme-2025
Grievance Redress Mechanism



Annex - 05

Progress in Grievance Management

20.....,month from 20.....,month to date

District

DS Division	* GRC Level - 01				* GRC Level - 02				GRC Level - 03				එකතුව				other
	Received 1	Resolved 2	Forwarded to GRC-02 3	Remains to be reviewed 4	Received 5	Resolved 6	Forwarded to GRC-03 7	Remains to be reviewed 8	Received 9	Resolved 10	Forwarded to GRC-04 11	Remains to be reviewed 12	Received (9+2+4+6+8)	Resolved (2+6+10)	Forwarded to GRC-04 11	Remains to be reviewed (4+8+12)	

* - Enter the information provided from GRC Level -01 and GRC Level -02

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Progress in Grievance Management – National Level

20.....,monthfrom 20.....,monthto date

[illegible]

* - Enter the information provided from GRC Level -01, GRC Level -02 and GRC Level -03

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