

CM Window Action Taken Report (ATR)-FINAL REPLY

1. CM window grievance No. Date of Registration:

2. Grievance Details

Category:
Specifications:

3. Citizen Contact Details

Name:- Mobile:
Address: Alternate contact number:

By which medium was the citizen contacted or summoned?

1. Registered Post/Phone & SMS:

4. Interim Report on the Enquiry (By the Investigating Officer)

Date of Enquiry:
Findings by Investingating Officer/Enquiry Officer:

5. Is the matter Sub-judice? Yes/No

If Yes, Case No.: Court Name:
Title: Date of Next Hearing:
(Attach a copy of Stay Order, if any)
Legal provisions (Law):

6. Final Report on the Enquiry (By the Investigating or Reporting Officer)- Action taken with Dates and Details:

Date of Commencement of proceedings:
Date of concluding the proceedings (Date on which proceedings were concluded)
Photos to be attached herewith if site visit conducted:
Details on Action Taken:

Author of report

(Name and designation of the officer)

7. Citizen Satisfaction

Whether citizen satisfied by proposed solution?: Yes/No

Signature of citizen.
(Name of Citizen)

Eminent Citizen (EC) Verification

Name of EC:
Date/dates when EC was approached for the case.

Whether Citizen was counseled in the presence of the EC?: Yes/No
Comments of EC (if any):

Signature of citizen.
(Name of Citizen)

8. Comments of the DC (Optional)/Nodal Officer of Department (Optional)

Signature of the DC/Nodal Officer (Deptt.)
(Optional)