



Application for Complain

- 1| Name of the applicant :
- Father's Name :
- Mother's Name :
- Present Address :
- Permanent Address :
- Mobile, Telephone, and Fax & Email :
- Profession :

2| Types of Complain (use extra paper if necessary):
.....

3| who is the accused person (Name) :

4| what are the evidences regarding to complain? (If have, please attached them):
.....

7| Date of Application :

Signature of Applicant



ADESH

Hap Form "E"

Appeal form to the decision against Complain

- 1| Name and address of the re-applicant / Applicant (with easier communication) :
- 2| Date of re-application :
- 3| Copy of the decision against which the Application is made (If any) :
- 4| Name of the person who made the decision And a description of the decision :
- 5| Brief description re-application/ application :
- 6| Reason for the dissatisfaction to decision :
- 7| Logic/ basis of requested remedy :
- 8| Attachment by the applicant :
- 9| Any other information regarding the Application that applicant would like to present in front of authority :

Signature of the Applicant



ADESH

HAP Form (F)

Notification letter for the decision against complain

Ref. no. of the application:

Date:

To

Name of the complainant:

Address:

Subject: Notification Letter.

Dear Sir,

Following are the decisions made against your complain dated

1.
.....

2.
.....

3.
.....

(.....)

Name:

Designation: Accountability Focal Person (AFP)

Official Seal



ADESH

HAP Form (G)

Letter of Complain Acceptance

- 1| Name and address of the complainant
(With easier communication) :
- 2| Date of the complaint :
- 3| Name of the Accused person :
- 4| No. of receipt and date of complain :

A systematic procedure is going to be taken for giving the decision as per the rules and regulation to the above matter

Signature

Accountability Focal Team (AFT)



Hap Form "A"

Application to get Information

1. Name of the applicant :
- Father's Name :
- Mother's Name :
- Present Address :
- Permanent Address :
- Mobile, Telephone, Fax & Email :
- Profession :

2. What kind of information is required?
(Use extra paper if necessary) :

3. in which method would you like to get
Information (printed/copied/written/e-mail
/fax/C.D or other) :

4. Date of Application :

Signature of Applicant



ADESH

HAP Form (B)

Reluctance Notice to provide information

Ref. no. of the application:

Date:

To

Name of the complainant:

Address:

Subject: Notification about the reluctance to provide information.

Dear Sir,

According to your application dated we are not able to provide you the information that you requested for the Following reasons.

1.
.....
2.
.....
3.
.....

(.....)

Name of the assigned officer :

Designation :

Official Seal

Appeal form to get Information

- 1| Name and address of Applicant
(With easier communication) :
- 2| Date of Application :
- 3| Copy of the decision against which the
Application is made (If any) :
- 4| Name of the person who made the decision
And a description of the decision :
- 5| Brief description re-application/ application :
- 6| Reason for the dissatisfaction to decision :
- 7| Logic/ basis of requested remedy :
- 8| Attachment by the applicant :
- 9| any other information regarding the
Application that applicant would like to
Present in front of authority :

Signature of Applicant