

# MEGHNA INSTITUTE OF DENTAL SCIENCES

Approved by – Dental Council of India, New Delhi &  
Affiliated by Kaloji Narayana Rao University of Health Sciences, Warangal, T.S.



Mallaram (V), Varni Road, Nizamabad Dist.-503 003, T.S. Ph: 95054454556

Employee Information		
Employee's Name:	Job Title:	Department:
Employee No:	Phone No:	Mailing Address:
Grievance Information		
Date of Occurrence:  _____	Have you discussed this issue with your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No  Date(s) of discussion: Response:	Supervisor's Name:  Supervisor's Phone No:
<b>Note: Action Must be within 10 days of filing</b>		
<b>Issue of Grievance:</b> (Please read the list of issues that are not grievable on the back of this form)		
List specific problem(s)/issue(s): Example: Abusive Language, Harassment etc.  _____		
For clarification of the issues of your grievance, please provide statements regarding the unfavorable employment decision/condition which is the subject of this grievance. (Describe what happened, when and where, how your employment has been affected, and indicate names of others involved. Attach any supporting documentation.)  _____ _____ _____		
<b>Relief Requested:</b> Indicate the action(s) that would resolve your grievance.  _____ _____		

My signature indicates that the information contained on this form and attachments to this form are true and factual to the best of my knowledge.

\_\_\_\_\_ Date

\_\_\_\_\_ Employee's Signature

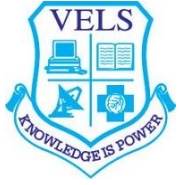
For Office Use

\_\_\_\_\_ Date Received

\_\_\_\_\_ Complaint no

\_\_\_\_\_ Signature of Member, GC, MIDS

Note: Grievance is officially filed and treated highly confidential once this form is received by the Grievance committee (GC)



# MEGHNA INSTITUTE OF DENTAL SCIENCES

Approved by – Dental Council of India, New Delhi &  
Affiliated by Kaloji Narayana Rao University of Health Sciences, Warangal, T.S.



---

Mallaram (V), Varni Road, Nizamabad Dist.-503 003, T.S. Ph: 95054454556

## Non-Grievable Issues for Employees

The following issues are not eligible for Employee Grievance Procedure.

1. Performance responsibilities, expectations, and evaluations.
2. Temporary work assignments.
3. Budget and organizational structure, including the number or assignments of positions in any organizational unit.
4. The selection of an individual to fill a position, unless it is alleged that the selection is in violation of Recruitment policy.
5. Termination, demotion, reassignment, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force.
6. Salary expectations, leave concerns.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

For Assistance

Contact: Dr. Kalyan Chakravarthy, & Dr.Laxaman Boyapati Member, Grievance committee, MIDS. Email: [mids\\_nizamabad@yahoo.co.in](mailto:mids_nizamabad@yahoo.co.in) Mail: Download this form in <http://www.meghnadentalcollege.com> and [mids\\_nizamabad@yahoo.co.in](mailto:mids_nizamabad@yahoo.co.in)