

## COMPLAINT FORM

**SOLAR ENERGY CENTRE  
[MNRE/GOVT. OF INDIA]**

Tel./FAX No. Date:.....	CF No.	Job No PDC.....
<p>1. JOB No.</p> <p>2. Clint Details :-</p> <p>3. Type of service availed from SEC:-</p> <p>4. Type of Complaint- Technical/financial/others:-</p> <p>5. If Financial, please provide the details:- (If required separate sheet may be added)</p> <p>6. If Technical, please provide the details:- (If required separate sheet may be added)</p> <p>7. If others' please provide the details:- (If required separate sheet may be added)</p>		
<p style="text-align: center;"><b>FOR OFFICE USE ONLY:-</b></p> <p>COMMENTS of PSO/PVTF.....</p> <p>Remarks of the Director (PVTF).....</p> <p>Orders of Advisor &amp; Head (SEC).....</p> <p>Action need to be taken if any.....</p> <p>Action taken.....</p> <p>Details of final clarification issued.....</p> <p>Details of entries in the record book.....</p> <p>Date:.....</p>		

## **FEEDBACK FORM**

**Government of India  
Ministry of New & Renewable Energy  
Solar Energy Center**

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Client Address :	FBF No.	Dt.
	Job NO.	PDC:
Tel. & Fax No.		Report No.

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1. Clients details
  
2. Type of service availed from SEC
  
3. Remarks of the client pertaining to the service  
(Please include the following)  
Content of DATA  
Report Format  
Time taken for testing  
Personal Courtesy
  
4. Grade your Satisfaction Level:  
More than satisfied  
Satisfied  
Not satisfied
  
5. Behavior of SEC staff/personal  
Cordial  
Very nice  
Not very nice

Signature of the client (authorized persons)

### **For official use of SEC**

Comments- (PVTF)  
Suggestions-Director (PVTF)  
Orders of Adviser & Head (SEC)  
Action needed to be taken if any:

Action taken (if any)

Details of the entries in the Record Book: