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| **CM Window Action Taken Report (ATR)-FINAL REPLY** |
| 1. CM window grievance No. Date of Registration: |
| 1. **Grievance Details**   Category:  Specifications: |
| 1. **Citizen Contact Details**   Name:- Mobile:  Address: Alternate contact number:  **By which medium was the citizen contacted or summoned?**   1. Registered Post/Phone & SMS: |
| 1. **Interim Report on the Enquiry (By the Investigating Officer)**   Date of Enquiry:  Findings by Investingating Officer/Enquiry Officer: |
| 1. **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): |
| 1. **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) |
| 1. **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) |
| 1. **Comments of the DC (Optional)/Nodal Officer of Department (Optional)**   Signature of the DC/Nodal Officer (Deptt.)  (Optional) |