

PUBLIC AFFAIRS AND GENERAL ADMINISTRATION UNIT

COMPLAINT FORM

TO BE COMPLETED BY COMPLAINANT

Kindly note that inspection of the said item/equipment will be assessed within 3 working days.

Submit completed forms via email: chsadministration@ug.edu.gh & chspublicaffairs@ug.edu.gh

Name of Staff:

Unit/Department:

Description of Complaint:

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Telephone No.: **Email Address:**

Date:

Signature:

OFFICIALS ONLY (CHS ADMINISTRATION)

Comments by Officer:

Date of Inspection:.....**Unit:**.....

Date:

Signature:

