**Tel:** 0772-591659 Office of the

**Tel:** 0701-855714Chief Administrative Officer

 Bukomansimbi District Local

Government,

**THE REPUBLIC OF UGANDA** P.O.Box 293**,**MASAKA.

**Email:** Bukomansimbidistrict@gmail.com**. 7th July 2020**

***In any correspondence on this***

***Subject, please quote:*** *CR/D/***153/4**

**Namirimu Agnes**

**Human Resource Officer**

**APPOINTMENT AS FOCAL PERSON FOR COORDINATION OF RESPONSES TO FEEDBACK ON GRIEVANCE/COMPLAINTS FOR FY 2020/2021**

Reference is made to the district clients charter commitments for effective service delivery.

This is to appoint you as focal person for coordinating responses to feedback on grievances/complaints for Bukomansimbi District.

Below are your roles;

1. Receive, assess and direct staff and client’s grievances timely to respective offices.
2. Recommend appropriate actions to the responsible officer.
3. Forward grievances beyond their mandate to the relevant authorities for further management.
4. Publicize the grievance and consultative mechanism to the public.

Kasozi Sulaiman

**FOR: CHIEF ADMINISTRATIVE OFFICER/BUKOMANSIMBI**

**Copies to:**

The District Chairperson/Bukomansimbi

The Resident District Commissioner/Bukomansimbi

File