



**KATSINA STATE GOVERNMENT**  
**KATSINA STATE WATER BOARD**  
**GRIEVANCE REDRESS MECHANISM PROGRESS REPORT FOR THE MONTH OF**  
**NOVEMBER 2025**

**INTRODUCTION**

This report is a Grievance Redress Mechanism (GRM) report for Katsina State Water Board, specifically for the five business-enabling Ministries, departments, and agencies (MDAs) in order to increase Transparency of official fees and procedures. It focuses on Grievances received and the redressal of the complaints received within the agency specified timeframe stated in the Service Level Agreement.

The Grievance Redress Mechanism (GRM) is an institutional arrangement that allows water consumers and stakeholders to address grievances related to the services provided by the agency through a timely, transparent and predictable process. A grievance is defined as any formal communication that expresses dissatisfaction about an action or lack of action, about the standard of services, project, deficiency of service or project management.

**OBJECTIVE OF GRM**

The principal objective of the GRM is to implement and maintain a procedure for handling all type of Grievances/concerns that may arise. The procedure includes a redressal mechanism so as to follow up and ensure grievances are resolved within a possible short period of time as specified in the agency SLA.

**LEVELS OF COMPLAINTS**

To address issues that arise due to service failure or disputes, the KTSWB has established a comprehensive Grievance Redress Mechanism (GRM). This system provides remedies for defaults and ensures consumer satisfaction through the following steps:

<b>First-Level Resolution:</b>	Complaints are first handled by the <b>Customer Offices (District Level)</b> , with feedback provided within 5 days.
<b>Escalation:</b>	If a complaint is unresolved at the first level, it can be escalated to the <b>Commercial Department at the Headquarters</b> for further review and resolution.
<b>Final Appeal:</b>	In cases where disputes remain unresolved, customers can appeal to the <b>Executive Management Team</b> of KTSWB, which will provide a final resolution within 14 working days.

## GRM STRUCTURE

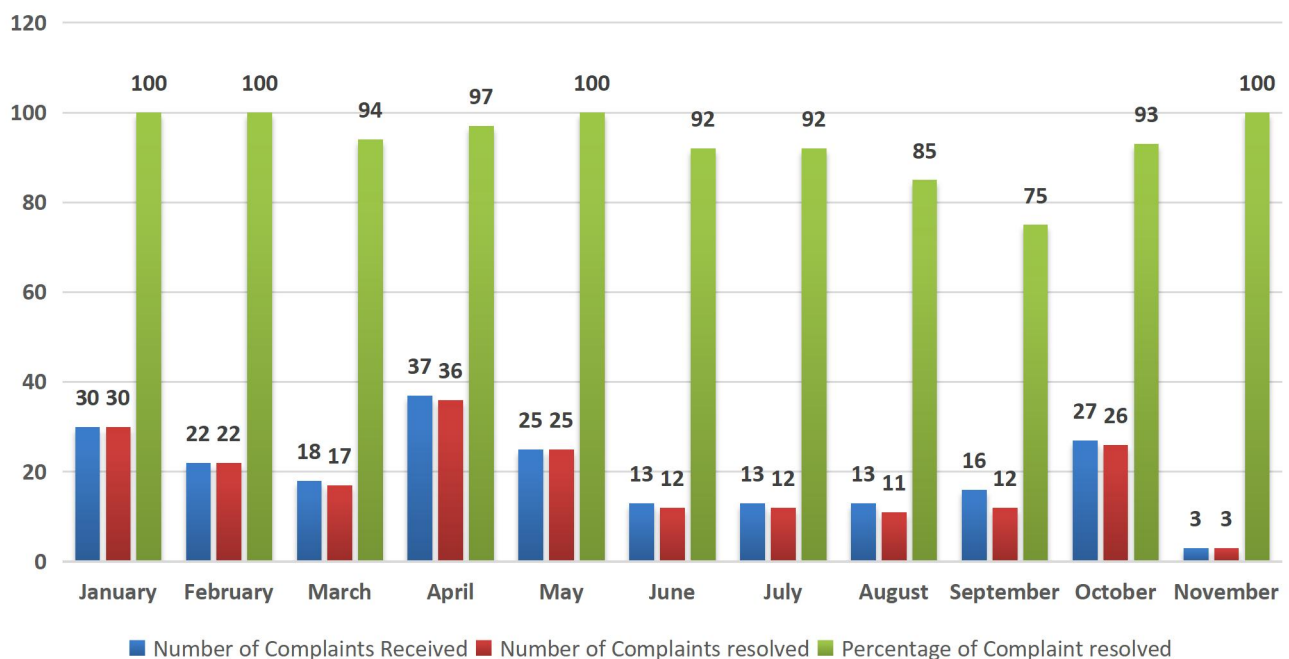
GRM boxes have been provided in the all the eight district offices of Katsina State Water Board as follows:

<ul style="list-style-type: none"><li>▪ Katsina District Office</li><li>▪ Funtua District Office</li><li>▪ Daura District Office</li><li>▪ Malumfashi District Office</li><li>▪ Dutsinma District Office</li><li>▪ Jibia District Office</li><li>▪ Dutsi District Office</li><li>▪ Mashi District Office</li><li>▪ and Headquarters</li></ul>	Grievances can be forwarded via following channels: <ul style="list-style-type: none"><li>▪ GRM Box at District Offices</li><li>▪ Phone no: 08037040310</li><li>▪ Email: info@ktswb.com.ng</li><li>▪ WhatsApp: 08163225075</li><li>▪ Facebook:web.facebook.com/katsina-state-water-board</li></ul>
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## PROGRESS REPORT DATA ANALYSIS FOR THE MONTH OF NOVEMBER 2025

Months	Number of Complaints Received	Number of Complaints Resolved	Percentage of Complaints Resolved (%)
January	30	30	100
February	22	22	100
March	18	17	94
April	37	36	97
May	25	25	100
June	13	12	92
July	13	12	92
August	13	11	85
September	16	12	75
October	27	26	93
November	3	3	100

### GRM PROGRESS REPORT TREND CHART FOR THE MONTH OF NOVEMBER 2025



**COMMENT:**

From the Data analysis above, it has shown that 3 out of 3 complaints received were resolved within the Service Level Agreement response timebound, this indicates 100% grievances resolved for the month.



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Engr. Tukur Hassan Tingilin (PhD) FNSE  
**Managing Director**  
18<sup>th</sup> December, 2025