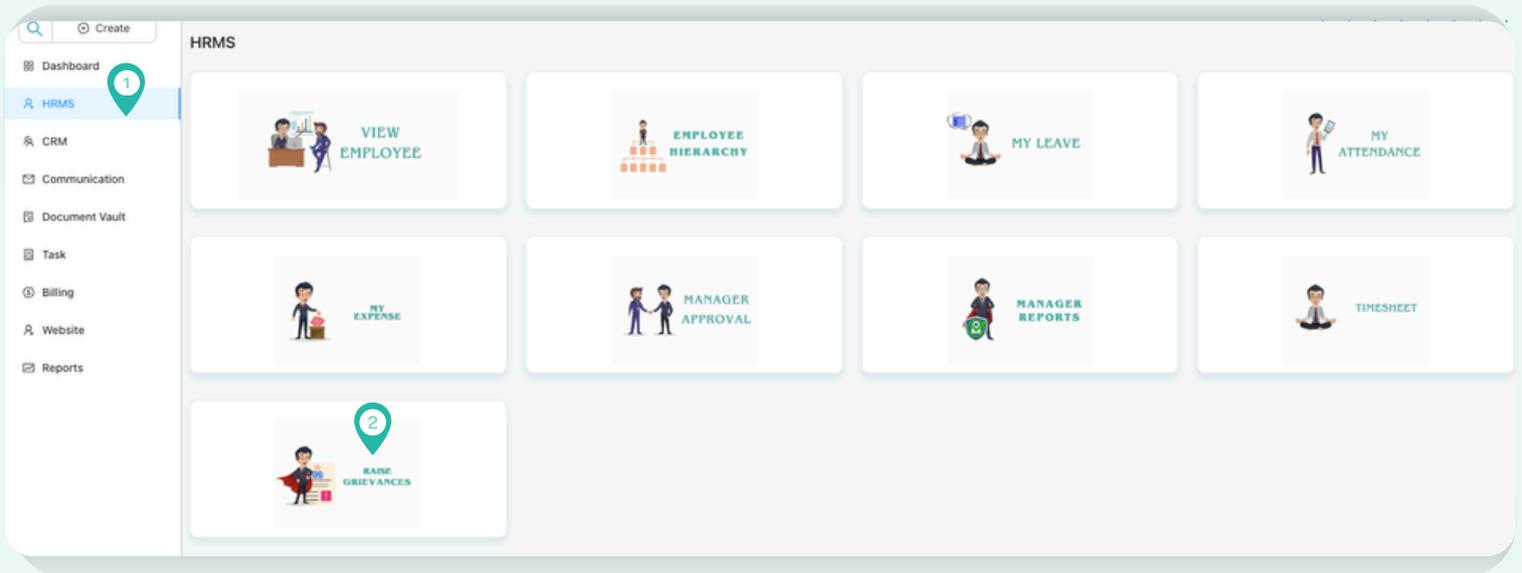# Raise Grievance in

CA CloudDesk

STEP 1: OPEN HRMS → GRIEVANCE

From the CA CloudDesk left navigation menu, go to HRMS and select Grievance to start the process.
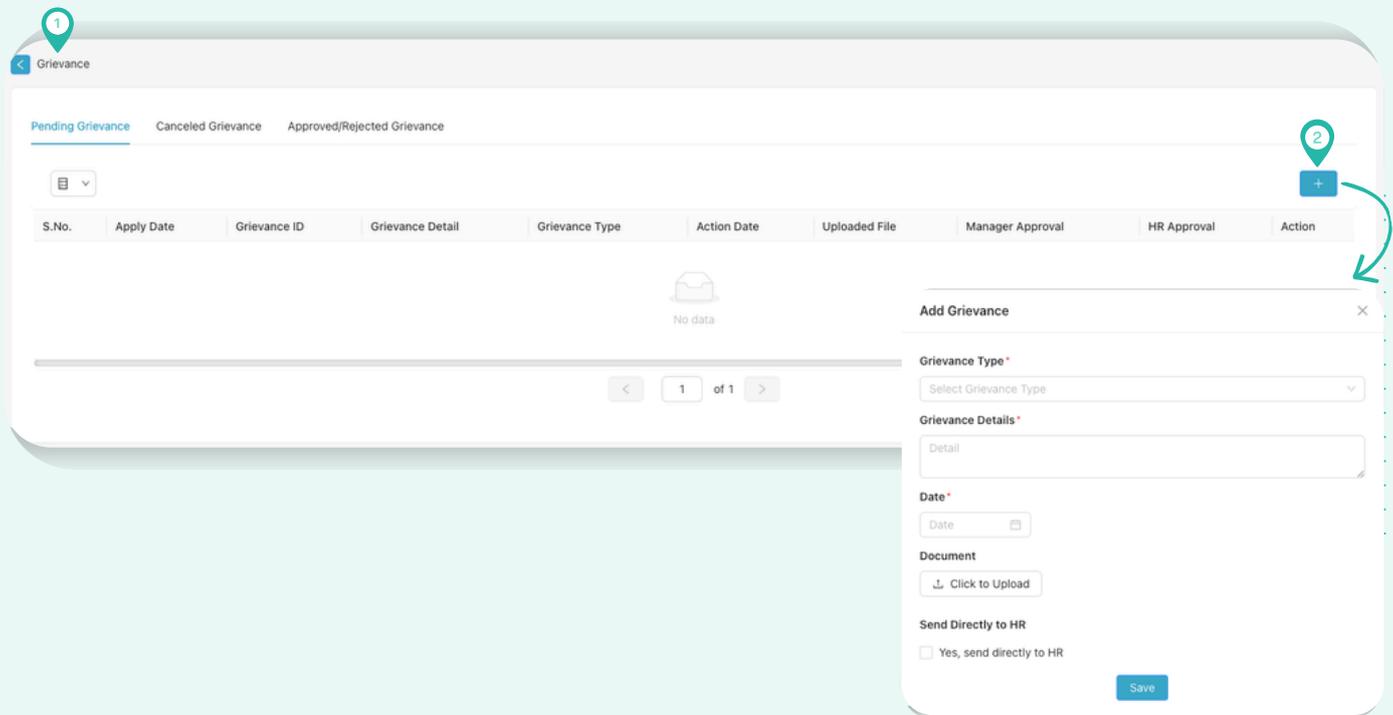

Click on HRMS.

Click on Raise Grievance tab

STEP 2: CLICK "RAISE GRIEVANCE"

Click the Raise Grievance or + icon to open the grievance submission form.

S.No.	Apply Date	Grievance ID	Grievance Detail	Grievance Type	Action Date	Uploaded File	Manager Approval	HR Approval	Action

Grievance

Pending Grievance Canceled Grievance Approved/Rejected Grievance

No data

< 1 of 1 >

Add Grievance ✕

Grievance Type *
Select Grievance Type

Grievance Details *
Detail

Date *
Date

Document
Click to Upload

Send Directly to HR
Yes, send directly to HR

Save

① Click on Raise Grievance.

② Click on Add Grievance (+).

STEP 3: SELECT GRIEVANCE TYPE

Choose the appropriate grievance category / type from the dropdown (e.g., Work Environment, Pay Issues, Leave Issues) to classify your concern.
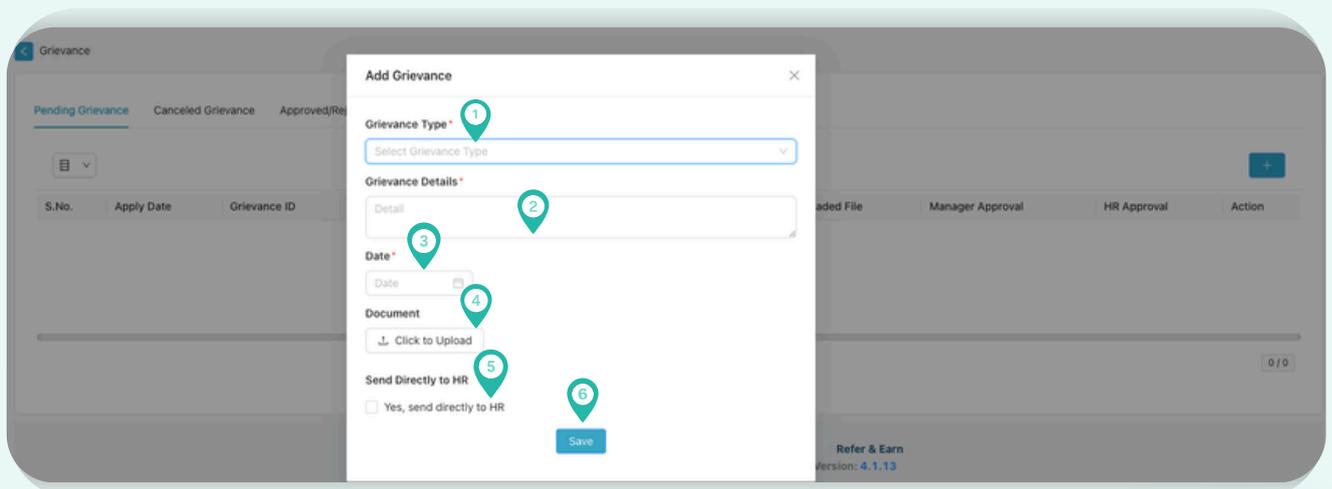
STEP 4: ADD GRIEVANCE DETAILS

Enter a subject and detailed description of the issue.

STEP 5: ATTACH DOCUMENTS (OPTIONAL)

If you have supporting files (screenshots, emails, etc.), use the attachment option to add them with your grievance.

STEP 6: SUBMIT

Click Save to Submit your grievance.

① Select Type   ② Add Details   ③ Select Date

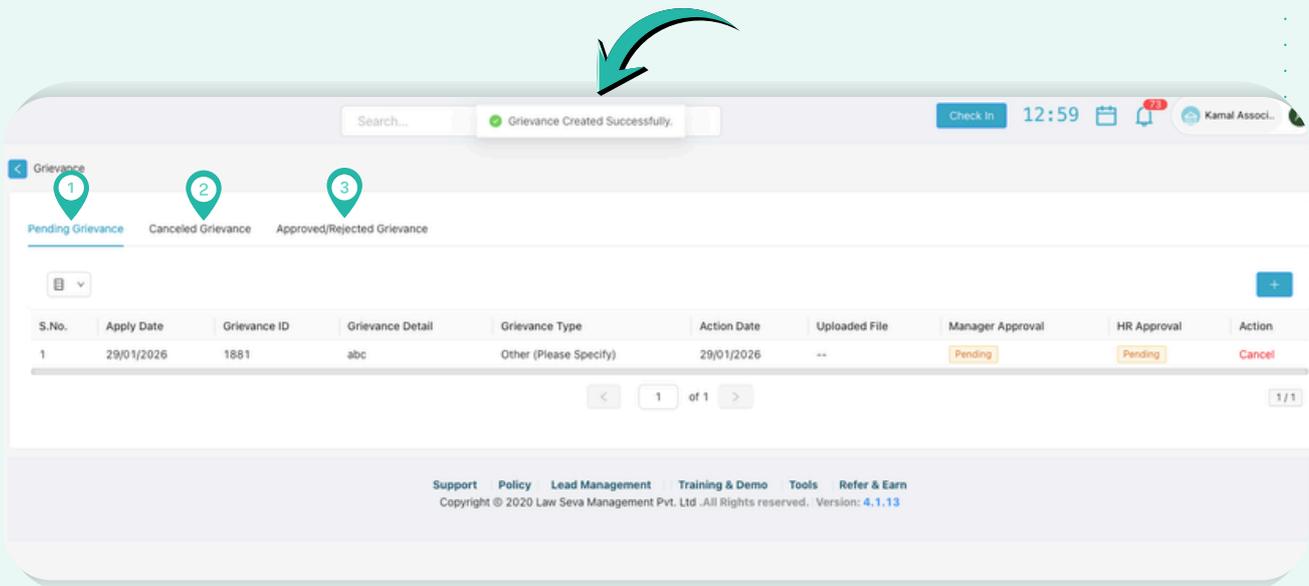④ Upload Document   ⑤ Send direcly to HR   ⑥ Click on Save

STEP 7: VIEW/TRACK STATUS

After clicking Save, a confirmation popup appears with the message

"Grievance created successfully."

After submission, you can Track your grievance. The status (Pending, Canceled,

Approved/Rejected) will be visible.

① Pending Grievance ② Cancelled Grievance ③ Approved/Rejected Grievance