



No. 5342//GACR Dt. 16.10.26

NOTICE

As per the letter No.HE-MC-PG-0010-2026/HE/54934, Dt. 12.10.2026 all concerned (employees/Staff and students) are informed to **register their grievances** through the **online mode on the HIMS Portal** in preference to physical visits and conduct of weekly Grievances Hearing on Mondays.

During registration the following procedure shall be adhered to:

- i) **Registration:** Grievance may be registered on the HIMS Portal on any day from Monday to Sunday of the week.
- ii) **Hearing:** All grievances registered during a week shall be listed for hearing in the Grievance Hearing to be held on the Monday immediately following that week.
- iii) **Particulars:** The grievant shall furnish complete the correct particulars and upload the relevant supporting documents at the time of registration, so that the grievance may be examined without delay.
- iv) **Communication:** The acknowledgement, the date of bearing and the action taken shall be communicated through the HIMS Portal, where the grievant may also track the status of the grievance.
- v) **Online first:** Employees staff and students are advised to use the online mode as their first option, in preference to visiting the Department in person.

This must be treated as **MOST URGENT**.


Principal

Govt. Auto. College, Raurkela

Memo No. 5343//GACR. Date. 16.10.2026

Copy to Notice Boards/ Staff Common Room Guard file/ College Website/all faculties through WhatsApp GACR Official/ Administrative Bursar/ Section Officer/ Principal's file for information and necessary action.


Principal

Govt. Auto. College, Raurkela