

**Office of the Principal,
Bhadrak Autonomous College, Bhadrak**
Jagannathpur, Bhadrak. Email: principalbhadrakcollege@rediffmail.com

No. 3146 Date 11/11/25

As per the instruction received at the review meeting of Higher Education Department on 04-11-2025 vide no. 59585/HE dt. 01-11-2025, teaching and non teaching staff members whose basic profile, user ID & Password at HIMS portal ^{have been} ~~are~~ created are requested to complete their HIMS profile(e.g. Family Details, Address Details, Education Details, Previous Employments, Other Skills/Important Documents & Property Statement Upload) within 20-11-2025. All are requested to comply the govt. instruction and dateline positively.

Steps to follow:

1. Login to your HIMS Profile by using USER ID & Password at <https://hims.odisha.gov.in>
2. Click Human Resource
3. Click Staff Management
4. Click Staff List(Your Name will appear)
5. Go to right corner(Action Column) & click edit icon
6. Click on each tab (e.g. Family Details, Address Details etc) and fill the details
7. Click Update below and then go to the next tab & repeat the process till the last tab.

Memo No. 3147 Date 11/11/25

Copy to All Departments/Notice Board/Administrative Bursar/Accounts Bursar/Academic Bursar/OIC, Website/Nodal Officer, HIMS for information.

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