# **User Manual**

OSCEC Grievance Management System (For User)

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# How to Apply

#### Visit Grievance Management System by following URL Link: <u>https://scec.odisha.gov.in/scec/</u>

Welcome to Griev System	vance Management	
If you have any grievano fill the details below and	e, you are at right place. Just submit.	
Submit Your Grievance		
Name *	Father/ Husband's Name *	Mobile Number *
Member ID/KCC No. *	Village *	District *
		Select ~
Block *	Society *	Department *
ounct	* Select	
Grievance Category *	*	
Detect		
ID Proof Type Select ID Proof Document Upload Allowed File Types: jpg, png, pdf Attach Evidence	•	
Upload		
Captcha * O h i - t Captcha Value		

- Please fill all the details (Name, Father Name, Mobile number, Member ID/ KCC No., Village, District, Block, Society, Grievance Category, Grievance Message).
- User can provide other details if available.
- Enter the correct captcha value.
- Then click on Submit Your Grievance.
- After form submission, one OTP will be sent to given mobile number for verification.

s e	tate Co-operative lection Commission Odisha	Home Check Grievence Status FAQe	
Welcon System	ne to Grievance Management	R _	
If you have fill the deta	any grievance, you are at right place. Just ills below and submit.		
Submit Yo	our OTP		
Submit Yo	(r OTP		
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- After successful verification, user will get another message against the grievance with one **Reference Number**. Please keep the **Reference Number** for future reference.
- After successful submission you will redirect to following page.



### How to check Grievance Status

Please click on Check Grievance Status to check all the details

OR click on following link

Link: https://scec.odisha.gov.in/scec/check-complaint-status

State Co-operative Election Commission Odisha   Election Commission Odisha   Delection Commission Odisha   Election Commission Odisha   Delection Commission Odisha Delection Com	New Grievance   Request Received:
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- Enter your mobile number which was registered at the time of grievance application.
- Then you will redirect to dashboard page.

٢	State Co-operative Election Commission Odisha	Grievance Management System w					Welcome 7978580735	٢	
									-
8	Dashboard		All Grievances						
A	Logs		SI.No.	Grievance No.	Category	Status	Registered On	Action	
			1	KNP-22-0007	Notification	Open	17 Jan 2022, 04:04 PM	۲	
Grieve	nces Resolution Status Offi		2	KNP-22-0001	Notification	Open	17 Jan 2022, 11:44 AM	æ	
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• Click on eye icon to view all grievance details.

State Co-operative Election Commission Odisha	Grievance Man	agement System			Welcome 7978580735 (b)
😂 Dashboard	Grievance Information (KNP-22-0007)				Grievance Status
Д Logs	Name	Satyajit Behera	Member ID	7978580735	Grievance Registered
	Mobile	7978580735	District	Kendrapara	· · · · · · · · · · · · · · · · · · ·
Grievances Resolution Status 0%	Block	Derabish	Society	Baladevjew MPCS Ltd	
	Department	Cooperation Department	Grievance Category	Notification	
	Status	Open	Registered On	17 January 2022, 04:04 PM	
	Last Response	NA	Due On	18 Jan 2022, 04:04 PM	
	Grievance Det Satyajit Be 17 Januar Test Grievance Attachments	<b>ails</b> hera y 2022, 04:04 PM			
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- Now you can check all the details given at the time of grievance application.
- Can check Grievance Status by right hand side panel.
- When Grievance closed, then user will be notified through SMS.