

No. 2-01/2017-Adm. IV

भारत सरकार / GOVERNMENT OF INDIA

कृषि एव किसान कल्याण मंत्रालय / MINISTRY OF AGRICULTURE & FARMERS' WELFARE

कृषि सहकारिता एव किसान कल्याण विभाग / (Department of Agriculture Cooperation & Farmers' Welfare)

वनस्पति संरक्षण संगरोध एव संग्रह निदेशालय / DIRECTORATE OF PLANT PROTECTION QUARANTINE & STORAGE

एन एच 4, फरीदाबाद (हरियाणा)-121001 / N.H.IV, FARIDABAD(HARYANA)-121 001

दिनांक /Dated : 30.07.2018

OFFICE MEMORANDUM

Subject : Training on GeM in sub-offices of the Dte. - reg.

It has come to notice that sub-offices are facing problems in implementation of GeM, for which orientation programme on GeM will be conducted in Phase manner in three regions i.e. Southern, Eastern and Western in Phase I to address the problems of all the sub-offices in the above mentioned three regions.

In this regard before proceeding for conducting orientation programme on GeM in various regions some preparatory works are required to fulfil. As per guidelines of GeM, following steps are required first for registration :

1. At least 04 (four) gazetted officers to act as Primary User, Verifier, DDO, Consignee/Buyer.
2. All the officers should have NIC Mail alongwith Aadhar Number and Aadhaar linked Mobile Number.
3. One officer can be performed as Buyer as well as Consignee.
4. 02 (Two) Persons are essential for procurement through GeM at Sub-Office level ; One is DDO who will perform only duties of DDO and Second is Consignee / Buyer.

In this connection, it has been decided by the competent authority that :

- (i) Scheme in-charge will act as Primary User.
- (ii) Verifier will be a Senior Officer from respective schemes which may be decided by Scheme-in-charge himself.
- (iii) The existing DDOs will perform as DDO on GeM.
- (iv) The DDOs who have dual charges will perform as DDO only for one primary sub-station.
- (v) Scheme-in-Charge will identify such sub-station and submit a list to CAO so that posting of appropriate officer could be made to act as DDO.
- (vi) The station in charge will identify buyer and consignee on GeM and submit the name of DDO with DDO Code, Aadhar Number, Aadhar linked mobile number and the name of buyer and consignee alongwith their Aadhar Number, Aadhar linked mobile number to Primary User (Scheme-in-Charge) so that the name of such officer / Officials could be registered on GeM **within one week time.**


(M. L. Meena)

Under Secretary (Hqrs.)

All Officer-in-Charges of Sub-offices of the Dte.

- Copy to : 1. Scheme-in-charge (PQ / IPM / Locust / CIL) for necessary action.
✓ 2. IT Cell for uploading the above OM at Directorate's website.
3. PS to PPA.