

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI-2  
(ACCOUNTS BRANCH)**

No.F.1/Misc/AOI/DSW/2017/ 17267-17337

Dated-  
**09 AUG 2018**

**MEETING NOTICE**

A meeting-cum-training session on Government e-Market Place (GeM) has been convened on **13/08/2018 (Monday) at 02:30 PM** in the Conference Hall of DSW, Delhi Gate, Delhi-110002 on the following topics:

- a) Government e-Market Place (GeM)-Rules and Guidelines.
- b) Purchase of Goods and Services through GeM-Purchase Procedure
- c) Do's and Don't for purchase of goods and services

All HOOs/DDOs/DDs and staff members who are performing the role of secondary user as buyer, consignee and payment authority working in different Homes/Institutions/HQ are requested to make it convenient to attend the meeting on above mentioned date, time and venue.

This issues with the prior approval of Director, Department of Social Welfare, GNCT, Delhi.

*Sudhir S. Verma*  
**(Sudhir S. Verma)**  
**Dy. Controller of Accounts**  
Tele-011-23392479

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1. Sr. System Analyst (for uploading on website of DSW & sending mails to concerned officers)
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3. DD(CTB), DSW
4. All D.O.(s), DSW
5. All HOO(s)/DDO(s), DSW
6. PA to Secretary, DSW
7. PA to Director, DSW

*Sudhir S. Verma*  
**(Sudhir S. Verma)**  
**Dy. Controller of Accounts**

*1296/cc*  
*9/8/18*