

**DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NATIONAL CAPITAL TERRITORY  
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002  
[ADMINISTRATION BRANCH-II]**

No.F. 10(139)/2013/A-I/DSW/Estt/ 13991-14058

Dated:

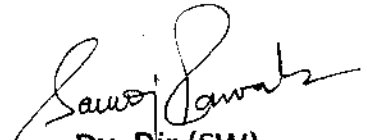
CIRCULAR

24 DEC 2020

To ease out the entire process of creation of ID on GeM, the competent authority has decided to do it in time line manner.

Following process is to be adopted strictly for creation of ID on GeM:

1. In case of transfer of DDO ship the concerned DDO will have to apply to Sr. System Analyst, Computer Branch for creation of ID on GeM within two days after joining. Delay in this regard will be viewed seriously.
2. S/he will have to enclose with his/ her application-
  - a) Copy of transfer order and joining.
  - b) E-mail ID created by NIC,
  - c) Mobile No linked with Aadhar
  - d) Name for Buyer and Consignee (DDO and one regular employee)
3. Sr. System Analyst, Computer Branch after receiving the application shall putup the case on same day for approval.
4. Spl. Dir. (SW) is declared competent authority for giving approval for creation of ID on GeM.

  
Dy. Dir (SW)

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Dated:

24 DEC 2020

To,

1. DDOs/HOs of all Institutions/offices.
2.  Sr. System Analyst to note and also to upload the reference on website of DSW.

397/cc  
29/12/20 S: rofem  
28/12/20  
Abhishek