

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

F.No.10(35)/Admn-I/2016/DSW/Estt/Pt-II/22390-22450

Dated:

22 MAR 2021

CIRCULAR

Sub: **Declaration of Buyer, Consignee and paying Authority on GeM Portal.**

This has been noticed that various Institute/Homes/District Offices under jurisdiction Department of Social Welfare initiate making purchase through Gem but are not updating the details of purchase made and payments made to the vendor, which results in large number of payment pending shown on GeM portal.

Finance Department has taken a serious view of this matter and has directed that there should be declared hierarchy in institutions in terms of purchases to be made through GeM and payment should be updated on GeM portal on regular basis.

For this purpose it is directed that following hierarchy is to be maintain in all Institution, Homes and District Offices under DSW as follows:-

1. Buyer - H.O.O.
2. Consignee - Any Regular Staff above class IV
3. Paying Authority - DDO

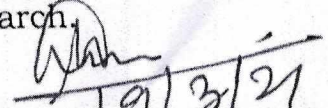
In case HOO and DDO is one and same, Supdt/Welfare Officer may be declared as buyer.

Further, all HOO are directed to submit detailed information of officials declared to make purchase through GeM as is given chart:-

S.No.	Name & Designation	Mobile No.	Aadhar Number	Mail ID

The details/information regarding previous months purchase should be forwarded on or before 5th of succeeding month on mail id **spdirsw.delhi@gov.in** H.O.O., DSW (HQ).

Certificate of non pendency of payment made and updation on GeM made has to be done before submission of ask details by 25th March.


19/3/21
SPECIAL DIRECTOR (SW)

Copy to:

- 625/CC
23/3/21
1. All HOO/DDOs, Deptt. of Social Welfare
 2. Sr. System Analyst, with the request to upload on the website of the Deptt.