

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(CARE TAKING BRANCH)
GOVERNMENT OF N.C.T. OF DELHI
MAHARANA PRATAP ISBT (6th Floor), KASHMERE GATE, DELHI

No. F.39(126)/WCD/CTB/GeM/2018-19 / 7345-47

Dated:-

16 SEP 2020


Subject: Minutes of the meeting regarding Streamlining the Procedure for Procurement on GeM portal.

A meeting with District Officer's was held on 11/09/2020 at 3.00 PM to resolve the GeM related issue. The meeting was conveyed as a follow up the order dated 08.09.2020 (copy enclosed as Annexure-A). The list of the officers/officials who have attended the meeting is annexed as Annexure-B.

The followings were explained:

1. The role of Secondary user on Gem i.e Buyer consignee and paying authority is altogether distinct function as compared to the duties of Head of office or DDO presently assigned to them.
2. The HOO shall be registered as Buyer and duties of consignee could be assigned to the Buyer or nominee for respective offices separately & independently.
3. All the existing registered Buyers, Consignee and Paying Authority who were registered prior to issuance of orders dated 08.09.2020, are not eligible to procure any item on GeM portal.
4. To make order dated 08.09.2020 effective, all the Heads of Office shall provide the following information required for registering them as GeM user immediately:
 - (a) Name of Head of Office
 - (b) Whether registered as GeM user, if Yes then provide their GeM user ID and role on GeM
 - (c) Name of the Offices under their control
 - (d) Aadhaar Number
 - (e) Mobile Number
 - (f) Email ID generated on NIC portal.
 - (g) Name of Consignees along with Office address for which nominated
 - (h) Whether Consignee who have been nominated as Consignee has ever registered as GeM user, if yes then provide his/her User ID and role on GeM.
5. The function of buyer, consignee and paying authority is to make purchases, take delivery of goods and release of payments respectively and entries to this effect is also required to be uploaded on the GeM portal, whereas it has been observed that all the three GeM users are not updating the process of payment on GeM portal resulting of which huge amount is showing pending on the GeM portal which needs to be updated by the existing GeM users i.e. Buyer, Consignee and paying Authority in a time bound manner for which their login IDs shall be kept **ACTIVE** till 30.09.2020 thereafter these old IDs will not be operational.

6. As regard the Paying Authority on GeM portal, it was informed that as per order dated 08.09.2020 Accounts Officer(HQ) is designated Paying Authority. This does not mean he will make payment on GeM rather he will monitor that timely payment of procurement on GeM by respective buyers/DDOs through their concerned PAOs, are being made and updated on GeM portal. All the HOO/DDO shall ensure that the bills be submitted to the Pay & Accounts Office and get the payment cleared within the time period prescribed by the GeM/Contract and provide the information about the release of payment to AO(HQ) immediately, as indicated at point 07 below.
7. A monthly report shall be furnished to both(i) Primary user as well as (ii)Paying authority i.e. DD(CTB) and Accounts Officer (HQ) respectively, by 5th of following month as follows:
 - (a) GeM Generated Contract No.
 - (b) Name of Seller
 - (c) GeM Invoice No.
 - (d) Details of PAO concerned.
 - (e) UTR No. (Transaction ID issued by Bank)
 - (f) Name of Bank & Branch from which the payment made.
8. The process of registering the District Officers may take some time and considering the difficulties being faced by District Office's in providing the various office stationary, items etc. to the CWC, CTB (HQ) will provide one time requirement as requires and by District offices.


16/09
(R.S. Ruhil)

Deputy Director (CTB)

Copy to :

1. All the District Officers for necessary action at their end.
2. PS to Secretary (WCD).
3. SO to Director (WCD).

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
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GOVERNMENT OF N.C.T. OF DELHI
MAHARANA PRATAP ISBT (6th Floor), KASHMERE GATE, DELHI

No. F.39(126)/WCD/CTB/GeM/2018-19 / 1670-711.

Dated:-
08 SEP 2020

ORDER

Subject: Streamlining the Procedure for Procurement on GeM portal.

It has been observed that due to shortage of eligible staff, a number of offices working under this Department are facing difficulties in nominating the officers/officials as GeM users i.e. Buyer, Consignee and Paying authority, required for procurement of the Goods & Services through GeM portal.

2) In order to streamline the process for procurement through GeM, the following decision of Competent Authority is conveyed for registration:

- (a) DD (CTB) shall function as Primary User in place of DCA.
- (b) The following officers are hereby nominated as Secondary Users:

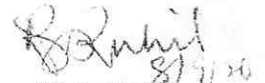
Buyer	Consignee	Paying Authority exclusively for GeM
All Head of Offices of District offices / Homes / Institutions / Projects shall function as GeM Buyer in respect of all the offices under their control.	Buyer or its nominee shall be registered as Consignee also for his/her respective offices.	Accounts Officer (HQ)
AD (CTB) for procurement of goods / services for HQ	AD (CTB) or any official working under his/her control may be designated as Consignee.	
Note: All the existing GeM users shall complete the process of updating the payments against the purchases made till 31.08 2020 or till date their role are shuffled to ensure amenable switch over.		

3) Guidelines and instructions for the Gem Users

- a) The provision of Rule 149 and Rule 157 of GFR-2017 (Copies appended as annexure-A) shall be strictly observed
- b) District offices/Home/Institutions/Projects may procure only routine items.
- c) Common pool item, which can be procured through e-bidding tool of GeM are to be procured by Caretaking branch at HQ
- d) The role and responsibility of GeM users i.e. Primary user, Buyer, Consignee and Paying authority are defined by the GeM as per the General terms and conditions on GeM, the copy of the same is annexed as annexure-B and the same is also available on GeM portal (home page) All the users must go through the terms & conditions as well as the instructions / orders available on GeM portal and follow the same strictly
- e) Since all payments are to be made by the concerned PAO on the basis of bills submitted by the respective HOO/DDO concerned so the role of Paying Authority i.e. Accounts Officer (HQ) for GeM is limited to ensure of the process of GeM. This requires updating the details of payment on GeM.
- f) The time frame given by the GeM shall be strictly followed by the GeM users i.e. Buyer, Consignee and Paying authority. The interest on delayed payment wherever levied shall be borne by the GeM user i.e. Buyer, Consignee or Paying Authority who so ever found liable for such delay. The Primary User shall monitor the process

This issues with the approval of the Director (WCD).

Encl. As above


(R.S. Ruhil)

Deputy Director (CTB)

Copy for information and necessary action to

1. PS to Secretary (WCD)
2. SO to Director (WCD)
3. All District officers / Deputy Directors
4. All HOOs working under DWCD
5. IT Branch DWCD *upload*

The following members attended the meeting

Sl. No	Name of Officer
1.	Sh. H.P. Sharma, Consultant
2.	Ms. Manju Varshney, D.O, NW-II
3.	Sh. R.S. Ruhil, DD(CTB)
4.	Sh. Nafees Ahmad, D.O, (SW)
5.	Ms. Kiran Gandhi, D.O, (East)
6.	Sh. S.K. Srivastava, D.O. (NW-I)
7.	Dr. Nisha Agarwal, D.O. (Central & New Delhi)
8.	Shri Sanjay Kr. Bhargav, Accounts Officer
9.	Sh. Manish Jain, AAO
10.	Sh. Sanjay Sharma, AAO
11.	Sh. A.K. Soni DPA
12.	Shri Lalit soni, S A representing DO (West)
13.	Sh. Anoop Dev representing DO (NE)

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4.	Sh. Nafees Ahmad, D O (SW)
5.	Ms. Kiran Gandhi, D O (East)
6.	Sh. S.K. Srivastava, D O (NW-I)
7.	Dr. Nisha Agarwal, D O (Central & New Delhi)
8.	Shri Sanjay Kr. Bhanjav, Accounts Officer
9.	Sh. Manish Jain, AAO
10.	Sh. Sanjay Sharma, AAO
11.	Sh. A.K. Sen, JPA
12.	Shri Lalit soni, S A, representing DO (West)
13.	Sh. Anoop De, representing DO (NE)