

From

The Labour Commissioner
Labour Department, Haryana
Chandigarh

To

All Drawing and Disbursing Officer
Labour Department.

Memo No. Account/2019/ 12287-339 Dated . 25-4-19

Subject : Regarding adoption of GeM (Govt. e-marketplace) portal for various purchases.

Reference on subject cited above

The Govt. of Haryana has signed MoU with GeM to make procurement of common goods/stores and service by Gov. Buyers. GEM will be used by Govt. department/Govt. agencies. In this regard Buyer/Consignee has to be nominated at field level.

1. Various items are required to be procured for official use in the Department through GeM or due procedure.
2. The approvals for purchase of items should be obtained from the competent authority as earlier process and to be uploaded on GEM for placing portal.
3. At district level, DDOs have been nominated as Secondary Users (Buyer and Consignee), the login ID and password would be received automatically on the mobile number of user after declaring of Buyer/Consignee/PAO
4. The training material is already available on the GeM Portal.
5. HQ may arrange the training schedule from DS&D Haryana on request.

Hence, you are requested to send your credentials for creation of Secondary User-ID (Buyer/Consignee/PAO) in the given performa to Headquarter via mail at acclabour16@gmail.com by 01.05.2019 positively.

Sr. No.	First Name	Last Name	Designation	Roll (Buyer/Consignee/PAO)	Official E-mail ID	State/City	Mobile No.	Complete Office Address

Encl : As above

Mjs
Additional Labour Commissioner
For Labour Commissioner, Haryana

CC :

1. AD/IT cell, Head quarter with request to create GeM mail ID and add the above as Buyer/Consignee at field level.