

**Government of Rajasthan  
Finance (SPFC) Department**

No. F.6(2)FD/GFAR/2016/SPFC

Date: 02.02.2018

**CIRCULAR**

**Sub.: Monitoring of Registration of Users and procurement through GeM Portal.**

**Ref.: This office circular No. 2(2)FD/SPFC/2017 dated 25.07.2017**

It was informed by the referred circular that the monthly information regarding procurement made through GeM Portal has to be sent to Finance (SPFC) Department in prescribed format GeM-2. But, it is a matter of regret that the required information has not been sent by you.

You have been already requested for the adoption and use of GeM Portal for the procurement of Goods and Services. All HoDs are requested to register after of all PEs under their jurisdiction on GeM Portal as Secondary User. All the PEs must ensure that information regarding procurement made through GeM Portal be sent to their HoDs (Primary User) on 1<sup>st</sup> day of every month in prescribed format GeM-2. HoDs are requested to ensure that the cumulative information of procurement made through GeM Portal is to be sent by their PEs to Finance (SPFC) Department through email ([cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in))

*Sd-*  
(Manju Rajpal)  
Secretary Finance (Budget)

Copy forwarded for necessary action:-

1. PS to ACS, Finance Department
2. PS to Secretary, Finance, Budget
3. Joint Secretary, Planning (Coordination) Department.
4. PS to ACS/Principal Secretary/Secretary (All)
5. Director (GeM) DGIS&I, Jeevan Tara Building, A, Sansad Marg, New Delhi.
6. Head of Departments (All) with a request to ensure the compliance
7. Financial Advisor/Chief Accounts Officer (All)
8. Additional Director, Computers, FD for displaying this on FD's Website
9. AAO, SPFC for displaying this on SPP Portal
10. All Node officers of SPPP are directed to ensure that the required information is emailed to FD, SPFC as specified above
11. All Procuring Entities.

  
Joint Secretary,  
Finance (G&T)