

राजस्थान सरकार  
वित्त (जी एण्ड टी) विभाग

F.6(2)FD/GFAR/2016/SPFC

Date: 25.09.2020

**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, F.6(2)FD/GFAR/2016/SPFC Dated 02.02.2018, 31.05.2019 and 18.06.2020.**

All Head of Departments were directed by the referred circulars that the monthly information regarding registration of users on GeM Portal and procurement made through GeM Portal has to be sent to Finance (G&T) Department in prescribed format GeM-1, GeM-2 and GeM-3 on monthly basis.

**It is a matter of regret that the required information has not been regularly sent by the HODs on monthly basis.**

Government of India is pursuing the adoption and use of GeM Portal for the procurement of Goods and Services. Accordingly, Administrative Departments (ADs) under the State Government are further directed to ensure the following:-

1. Ensure the registration of HODs (Primary users) and procuring entities on GeM Portal under the Administrative Departments.
2. The Information of the registration of primary users and secondary users is to be made available to Finance (G&T) Department through e-mail ([cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in)) **on or before 15.10.2020** in the prescribed format GeM-1.
3. The information regarding procurement made through GeM Portal is to be sent by HoDs (Primary Users) to the Administrative Departments (ADs) concerned on 5<sup>th</sup> day of every month in prescribed format GeM-2 and subsequently the cumulative information is to be sent by the Administrative Departments (ADs) concerned to Finance (G&T) Department through e-mail ([cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in)) **on or before 10<sup>th</sup> day of every month.**
4. Administrative Departments are requested to ensure that the cumulative information of procurement made by their Procuring Entities through GeM Portal is to be sent to Finance (G&T) Department through e-mail ([cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in)) in prescribed format **GeM-3 positively by 10<sup>th</sup> day of every month.**

This is to be noted that registration of users on GeM Portal and procurement through GeM Portal is being monitored at the highest levels in Government of India. Hence, all Administrative Departments (ADs) shall ensure that the information required as above must be e-mailed to FD (G&T) within given time frame.

Encl: As above format of GeM-1, GeM-2 and GeM-3



(T. Ravikanth)  
Secretary Finance (Budget)

Copy forwarded to the following for information and necessary action:-

1. CEO, GeM, Jeevan Tara Building, 5, Sansad Marg, New Delhi.
2. PS to ACS, Finance Department.
3. PS to Secretary, Finance, Budget
4. Joint Secretary, Planning (Coordination) Department.
5. PS to ACS/Principal Secretary/Secretary/ Special Secretary (All)
6. Head of Departments (All) with a request to ensure the compliance.
7. Financial Advisor/Chief Accounts Officer (All)
8. Technical Director, FD for displaying this on FD's Website
9. Programmer, FD (G&T) for displaying this on SPP Portal.
10. All Nodal officers of SPPP are directed to ensure that the required information is e-mailed to FD (G&T) as specified above through AD concerned.
11. All Procuring Entities.



(Vimal Kumar Gupta)

Joint Secretary  
Finance (G&T) Department

**Format GeM – 1**

Name of Administrative Department:

Name of Department:

Name of Primary User:

(Separate for each primary user)

**DETAILS OF SECONDARY USERS**

S.No.	Name of Secondary User	Designation	Office Name & Address	Role (Buyer/Consignee/PAO)	Remarks
1	2	3	4	5	6

1. The Format of GeM - 1 shall be sent by the **HoDs through AD concerned on or before 15.10.2020** Later to this, this Format shall be sent in case of change of users, like that in case of retirements, transfers of the officers concerned, creation of new users etc.
2. Buyer and Consignee can be one and the same officer, but PAO/DDO has to be a separate officer.

**Format GeM – 2**

Name of Administrative Department:

Name of the Department

Name of the Primary user :

(Separate for each primary user)

For the month of : ..... ,2020

**DETAILS OF PROCUREMENT THROUGH GeM**

S.No.	Offices name & addresses of Secondary users	Type of Procurement (Goods or services)	Details of procurement	Method of Procurement	Amount of the order placed	Uploaded on SPPP, with date of uploading	Total amount of procurement For the month			Remarks
							Goods	Service	Total	
1	2	3	4	5	6	7	9	10	11	12

Note: This duly filled format is to be sent by 10<sup>th</sup> of **every month** to [cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in) including the details of previous calendar month by **HODs through AD concerned.**

Name of Administrative Department:

Name of the Department :

Name of the Primary user:  
(Separate for each primary user)

Address Of primary user:

**DETAILS OF PROCUREMENT(cumulative) OF DEPARTMENT THROUGH GeM**

S.No.	Total Procurement of Department Through GeM from 01-05-2017 to 31-03-2018 (Amount in Rupees)			Total Procurement of Department Through GeM from 01-04-2018 to 31-03-2019 (FY 2018-19) (Amount in Rupees)			Total Procurement of Department Through GeM from 01-04-2019 to 31-03-2020 (FY 2019-20) (Amount in Rupees)			Total Procurement From 01-05-2017 to 31-03-2020 (Amount in Rupees)			Remarks
	Goods	Service	Total	Goods	Service	Total	Goods	Service	Total	Goods	Service	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note: This duly filled format is to be sent by 15<sup>th</sup> of October 2020 to [cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in) including the details of all previous procurement of whole Department by HODs through Administrative Department concerned.