

राजस्थान सरकार  
कृषि आयुक्तालय राज0 जयपुर।

क्रमांक प.2(ओ0एण्डएम0)/333/आ0कृ0/ 8205-830 दिनांक 21-11-17

1. निदेशक, राज्य कृषि प्रबन्ध संस्थान/समेती, दुर्गापुरा, जयपुर।
2. संयुक्त निदेशक कृषि, समस्त, खण्डीय/गु0नि0/बीज परीक्षण प्रयोगशाला/ पौ0व्या0/ दुर्गापुरा जयपुर।
3. उप निदेशक कृषि, विस्तार, जिला परिषद, समस्त।
4. सहायक निदेशक, कृषि विस्तार, समस्त।

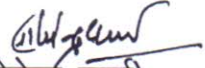
विषय:- **Monitoring of Registration of Users and procurement through GEM Portal.**

उपर्युक्त विषयान्तर्गत निवेदन है भारत सरकार द्वारा राज्य में वस्तुएं एवं सेवाएं GEM पोर्टल से अपनाने उपयोग करने पर जोर दे रही है। इस हेतु प्रारम्भिक एवं सेकेण्डरी यूजर्स का GEM पोर्टल पर पंजीकरण किया जाना है। इस संबंध में वित्त (SPFC) विभाग, राज0 जयपुर द्वारा जारी परिपत्र क्रमांक एफ 2(2) FD/SPFC/2017 दिनांक 25.07.2017 की प्रति संलग्न है।

GEM पोर्टल पर रजिस्ट्रेशन हेतु सभी सेकेण्डरी यूजर्स (आहरण एवं वितरण अधिकारी) हेतु निर्धारित प्रपत्र-। एवं ।। संलग्न है। सभी आहरण एवं वितरण अधिकारी से अनुरोध है कि वे प्रपत्र-। में सूचना तैयार कर हार्ड प्रति में अविलम्ब निम्न हस्ताक्षरकर्ता को भिजवाया जाना सुनिश्चित करावे, ताकि आगामी कार्यवाही की जा सके।

इसे प्राथमिकता देवे।

संलग्न:- उपरोक्तानुसार।


  
(सोमेन्द्र शर्मा)

संयुक्त निदेशक कृषि (प्रशासन)

क्रमांक प.2(ओ0एण्डएम0)/333/आ0कृ0/ 8205-8350 दिनांक 21-11-17

प्रतिलिपि:-सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. उप निदेशक कृषि रसायन, राज्य स्तरीय मृदा परीक्षण प्रयोगशाला, दुर्गापुरा जयपुर।
2. उप निदेशक कृषि कीटनाशी रसायन परी0 प्रयोगशाला, भरतपुर/कोटा/बीकानेर / श्रीगंगानगर/उदयपुर/जोधपुर।
3. उप निदेशक कृषि रसायन-गुण निय0, उर्वरक परी0 प्रयोगशाला भरतपुर/कोटा/ अजमेर/ श्रीगंगानगर/जोधपुर/उदयपुर/अजमेर।
4. कृषि अनुसंधान अधिकारी मि0 परी0 प्रयोगशाला, अलवर/कोटा/झालावाड/ डूंगरपुर /बांसवाडा/श्री गंगानगर/जोधपुर।
5. एसीपी, मुख्यालय को भेजकर लेख है कि संलग्न प्रपत्र सहित इसे विभागीय वेबसाइट पर अपलोड करावे।

  
उप निदेशक कृषि (प्रशासन)

Government of Rajasthan  
Finance (SPFC) Department

F. 2(2) FD/SPFC/2017

Date: 25.07.2017

CIRCULAR

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

As you are already aware, the DGS&D, Government of India has hosted Government e-Marketplace (GeM) portal, a dynamic, self-sustaining and user-friendly portal for procurement of common use goods and services by Government entities. In this continuation, a Notification has been issued by FD, SPFC on 01.05.2017, vide which procurement of goods and services through GeM Portal has been allowed and, at the same time, the said procurement has been exempted from the application of provisions of the RTPP Act and Rules, except for the Section 4(1), 11, 17 and 46 of the RTPP Act.

In this continuation, FD, SPFC has issued operational Guidelines on 01.05.2017, incorporating the instructions for the procuring entities for making procurement of goods and services through GeM Portal. The said Notification and the Guidelines are also available on FD's Website [www.finance.rajasthan.gov.in](http://www.finance.rajasthan.gov.in) as well as on State Public Procurement Portal [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in).

It would be pertinent to mention that, as on date, there are almost 58,000 products available for procurement, encompassing a whole range, like that of IT products, office related utility items, automobiles, goods needed in Works Departments etc. Being an e-marketplace, GeM Portal is a fully transparent platform for procurement with virtually negligible human interface. FD, SPFC, in coordination with DGS&D, has already organized a comprehensive training and capacity building (Training of Trainers-ToT) program in the month of June, 2017.


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

1. The Procuring Entities under the HoD must be registered on GeM Portal before 15 August, 2017;

2. The information of the registration of Primary User and Secondary Users is to be made available to FD, SPFC, through email to [cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in) by or before 14 August, 2017 (Format GeM-1);
3. The information regarding the procurement made by the Procuring Entities through GeM Portal is also to be made available to FD, SPFC on **monthly basis** through email to [cao.spfc@rajasthan.gov.in](mailto:cao.spfc@rajasthan.gov.in) on 10<sup>th</sup> of every month (Format GeM-2).

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 HoDs shall ensure that the information required above reaches FD SPFC through email as specified above. **Duly filled Formats (both) with information till the date of issue of this Circular are to be sent by 31 July, 2017 to FD SPFC through email.** Any delay or non-availability of the required information shall be taken seriously by the Finance Department.

Encl.: Format GeM - 1 & GeM - 2

  
(Manju Rajpal)  
Secretary, Budget and  
Chairperson, SPFC

Copy for information and necessary action:

1. PS to ACS, Finance Department
2. PS to Secretary, Budget, Finance Department
3. Joint Secretary, Planning (Gr-IV) Department, in continuation of UO Note, dated 12.07.2017
4. PS to ACS/Principal Secretary/Secretary (All)
5. Director (GeM), DGS&D, Jeevan Tara Building, 5, Sansad Marg, New Delhi
6. Head of the 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 State Public Procurement Portal
10. All Nodal 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,  
G&T

NAME OF DEPARTMENT:

FORMAT GeM - 1

NAME OF PRIMERY 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

- Note 1. The Format GeM – 1 shall be sent by the HoDs on or before 14.08.2017. 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 has to be a separate officer.

FORMAT GeM – 2

NAME OF THE OFFICE:

FOR THE MONTH OF : , 2017

DETAILS OF PROCUREMENT THROUGH GeM

S.No.	Office Name & Address	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 through GeM in FY 2017-18	Remarks
1	2	3	4	5	6	7	8	9

- Note: 1. This 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.