

F.NO. 23-1/16-E-1

Dated: 10.04.2017

**OFFICE ORDER: GOVERNMENT e-MARKETPLACE**

The Director, IVRI, is pleased to order the following for the implementation of GeM at IVRI and its campuses:

- A. The Joint Director (A) shall be the HOD for GeM, for Izatnagar headquarters. The Incharge, ARIS, shall get the HOD registration/ user id/ password in his name transferred in the name of Sh Rakesh Kumar, JD (A), alongwith all the files related to GeM. In the case of long absence/ transfer of the current JD(A), the next senior most CAO/ SAO would be the HOD for GeM, on whom name the registration/user id/ password should be further transferred.
- B. The Comptroller shall be Nodal Officer/ Incharge of PFMS/ FMS, for Izatnagar headquarters. The Incharge, ARIS shall handover all registration/user id/ password transferred in the name of Sh Radheysham, Comptroller, alongwith all the files related to PFMS/ FMS. In the case of long absence/ transfer of the current Comptroller, the next senior most CFAO/ SFAO would be the Nodal Officer/ Incharge for PFMS/ FMS, on whom name the registration/user id/ password should be further transferred.
- C. Sh Pankaj Kumar, Sr. Administrative Officer, shall be the authenticating officer for GeM.
- D. For the regional stations/ campuses, the respective JD/ SIC shall be the HOD for GeM, and the respective AFAO/ Finance Head shall be the Nodal Officer/ Incharge of PFMS/ FMS, however wherever the finance vetting is with the headquarters, the Comptroller shall the Nodal Officer/ Incharge.
- E. For security purposes all the HOD/ Nodal Officer, shall handover in a sealed envelope the registration details /user id/ password, to the Director, who will keep them in safe custody.
- F. The JD (A)/ HOD shall designate/ register the Purchase officers and consignee (store officer) for purchase through GeM. However for registering/ designating the PAO, written advice shall be taken from the Comptroller/ Finance head.
- G. The Comptroller/ Finance head who is the Nodal Officer/ Incharge of PFMS/ FMS, shall designate/ register authorities as required for PFMS/ FMS.
- H. The ARIS cell shall provide technical support for GeM/ PFMS/ FMS, as and when sought by the respective HOD/ Nodal Officer.

**(A) Administrative set-up for Izatnagar headquarters**

- 1) Ms Neha Choudhary is designated as Purchase Officer (PO) for all University/ Guest house related procurement. Sh D K Sapra, AAO, is identified for Scientific divisions/ sections, Sh Balvir Singh for Administrative/ Engineering/ Hospital and all remaining sections' procurement through GeM; and Sh J D Suntha for animal feed/ procurement of services on GeM.
- 2) Sh Mirnal Saxena, AAO, is identified as Central Consignee (Store Officer) for all GeM purchase. It is further proposed that gradually store would be centralized and all the administrative staff will be gradually withdrawn from stores of division/ sections and provided to Central store.
- 3) Sh G D Amola, FAO, is designated as the PAO for all GeM payments/ processes. In the absence of Sh Amola , Sh Ravinder Kumar, FAO may function as PAO.
- 4) The respective controlling officer/ Unit Incharge/ CAO/ CFAO shall also be authorized to act as PO/ Consignee/ PAO respectively to ensure timely action/ continuity and in absence of the designated officers.

**(B) Implementation**

- 1) The Unit Incharges of Central Purchase & Store section shall prepare an annual procurement plan and oversee that splitting of purchase is not done. All existing suppliers/ vendors/ contractors of the Institute shall be advised to enlist themselves on GeM for supply/ service.
- 2) All purchases as per new GFR shall be made through GeM. For those items which are not available on GeM, the routine purchase procedure as per new GFR shall be followed using DGS&D rate contract/ E-tender/ Institute website, as applicable.
- 3) All purchase proposals w.e.f. 1.04.2017, (new financial year) shall accompany with a checklist (Annexure-1). A certificate shall obligatory be put up with each purchase/ service procurement proposal by the indenting officer (through Guest log-in) whether the item is available/ not-available on GeM (GFR 149).
- 4) All purchase/ service procurement process shall continue the same procedure as being presently done and obtain sanction of the competent authority on file. Where an item is indented for purchase through GeM, sanction may be taken on file of an amount in excess of 5% of the cost shown on GeM portal (for adjusting future price dynamics, if any).
- 5) For item/s identified for procurement through GeM, the complete file shall be handed over after obtaining proper receipt to the concerned PO for further action. The PO shall complete the process within 5 days in cases of direct purchase. Wherever comparative/ reverse auction is required appropriate action need to be taken by the PO. The Consignee (store officer) shall issue 'provisional receipt' within 48 hours of delivery after which S/he need to either return/ reject the item or issue the 'consignee receipt acceptance certificate' within 10 days. Once item has been received and certified, prompt action shall be taken to release the funds by the PAO, but not later than 10 days (including holidays).

All officials shall ensure that the timeline/ procedure prescribed in GeM/ PFMS are scrupulously followed. Any delay/ lapse causing pecuniary loss to the Institute need to be compensated by the erring official.

45 10/4/17  
(PANKAJ KUMAR)

Sr. Administrative Officer

**Copy to:**

1. Joint Director (R)/Joint Director (CADRAD)/ Joint Director (EE)/ Joint Director (Admn.)/Incharge/ CAO/All SAOs/All AOs/All F&AOs/All AAOs/ AFAOs/JAOs, IVRI Izatnagar: For necessary action, also the content of the office order may please be brought to the notice of all Officers/ indenting officers/ officials working under you /your office. Please visit GeM website: <https://gem.gov.in/> or GeM contact helpdesk on [helpdesk-gem@gov.in](mailto:helpdesk-gem@gov.in) or call at 011-43505211 / 011-43505213, for further details/ queries, if any.
2. Joint Director ( Bangalore campus)/SIC, Mukteshwar campus/SIC, Kolkata campus /SIC, Palampur campus/ SIC, Pune campus : -- as above---
3. Dr. Sanjay Kumar, I/C ARIS cell: For necessary action as per above.
4. CAO/All SAOs/Sh. G.D. Amola FAO/ Sh. Ravinder Kumar, FAO/ Ms. Neha Chaudhary, AO/ Sh. J.D. Suntha, AAO/Sh. D.K.Sapra, AAO/ Sh Mirnal Saxena, AAO/ Sh Balvir Singh, AAO- to fill up the registration form (Annexure-2) with mobile/ Aadhar Id details and submit to the office of Joint Director, (Admn.) within three days of the issue of this order.
5. PS to Director, IVRI.