



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force

Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata:: 700 106

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Visit us at: www.westbengalforest.gov.in



No. **5293**/MIS-2M-1418/2018

Date: **28** 08.2018

To : Principal Chief Conservators of Forests,
- General / Wildlife & CWLW / RM & D

Addl. Principal Chief Conservators of Forests,
- HRD / Finance / CAMPA / R & M

Chief Conservators of Forests,
- PMC / G.C. / PGLI / Finance / SDP / MIS & E.Gov. / Hqrs. / Central / Western /
South-East / South-West / Con. & Extn. / Hill / Northern / Wildlife (North) /
FD, BTR / FD, STR / R & D / Monitoring & Evaluation / Soil Conservation

Conservators of Forests,

- Land Affairs & FCA / APM / WP & GIS / South / Parks & Gardens / North-West /
Wildlife (Hqr) / WL (P&R) / Research / Development / Monitoring / Soil Cons.

Joint Director, SBR

Dy. Conservator of Forests,

- Personnel / Legal / Finance / MIS / Admin / Publicity / Wildlife

Divisional Forest Officers,

- Utilization / WP (North) / WP (South – I) / WP (South –II) / Bankura (North) /
Bankura (South) / Panchet / Medinipur / Purba Medinipur / Kharagpur / Jhargram /
Rupnarayan / Birbhum / Burdwan / Durgapur / Nadia-Murshidabad / Purulia /
Kangsabati (North) / Kangsabati (South) / Extension Forestry / URF / P & G / Howrah /
Siliguri S.F. / Jalpaiguri S.F. / Malda / Raigunj / Darjeeling / Kurseong /NTFP / Jalpaiguri
/ Baikunthapur / Cooch Behar / Darjeeling Wildlife / Gorumara Wildlife / Jaldapara /
24 Parganas N) / 24 Parganas (S) / Silviculture (Hill) / Silviculture (North) / Silviculture
(South) / Monitoring (South) / Monitoring (North) / Kurseong Soil
Cons. / Kalimpong Soil Cons. / Jalpaiguri Soil Cons.

Dy. Field Directors, - BTR (E) / BTR (W) / STR

Sub: Introduction of GeM for Forest Directorate

The Finance Department has issued a circular regarding introduction of GeM for procurement of articles in the various units of Forest Directorate. The circulars no. 3876-F(Y) dated 14th June 2018 , 4949-F(Y) dt 3rd August 2018 & 5430 F(Y) dt 23rd August 2018 and detailed advisory are enclosed herewith.

You may download the procedure for buyer registration from the GeM portal (<https://gem.gov.in>). All Officers of the Directorate are requested to study the circulars issued by the Finance Department , including the Advisory and keep themselves ready for implementation of GeM. All concerned are requested to keep their Aadhar cards linked with the mobile numbers as the authentication will be via Aadhar OTP. In addition to this Verifying Authorities are requested to activate their nic mail as this is mandatory for registering in the portal. Chart of authorization of different Officers is also enclosed herewith.

The Finance Department will be conducting a separate training programme for Treasury Officers of the state for the implementation. Te Treasury Officers in turn are supposed to hold a training programme for the DDOs of the districts. DDOs of the Forest Directorate should attend the training programme. A meeting will be conducted shortly for preparing the Operational Implementation schedule.



(N.K. Pandey, IFS)

Principal Chief Conservator of Forests, HoFF

Encl: As above

**Government of West Bengal
Finance Department
Audit Branch**

No. 3876-F(Y)

Dated 14th June, 2018

MEMORANDUM

**Sub: Procurement of Goods and Services through Government e-Marketplace
(GeM)**

Consequent upon abolition of DGS&D System, Government e-Marketplace (GeM) has been introduced by the Central Government which largely conforms to the transparent e-Procurement System.

2. Now, the Governor is pleased to accord in-principle approval to procure goods and services onboard GeM for voluntary purchase by Administrative Departments/ Government Offices/Public Sector Undertakings/Statutory Bodies/Local Bodies, etc. under the administrative control of the State Government.

3. In order to procure goods and services through GeM, Buyer Registration is required by the respective organization on the GeM Portal (<https://gem.gov.in>). The guidelines for Buyer Registration are available on the Portal and may be followed for creation of Primary and Secondary User IDs.

- a) **Primary User:** Primary User shall be responsible for registering the organization on GeM, for creating Secondary Users, assigning them roles and responsibilities on GeM and for supervision of all transactions performed by Secondary Users under him/her. Any individual entity who has been assigned the duty of Primary User can never function as Secondary User unless he/ she relinquish his/ her charge as Primary user.
- b) **Secondary Users:** Secondary Users are officials responsible for doing certain procurement transactions on GeM including Placement of Contracts, Receipt of Stores and Payment to the Sellers, etc. The secondary User with assigned role of making payment (D.D.O) to the sellers shall be separate entity from the entity who has been assigned the role of buyer or consignee.

4. **Procurement by Government/ Semi-Government/ Government Aided Offices through GeM depending upon estimated value is allowable in the following manner:**

- a) Up to Rs. 10,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period provided the procuring authority is satisfied about the reasonability of the rate.
- b) Above Rs. 10,000/- and up to Rs. 1 lakh through the GeM, Seller having lowest price amongst at least three available sellers meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyer if decided by the competent authority.
- c) Above Rs. 1 lakh through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

- d) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.

5. The interim payment procedure for procurement through GeM till integration of GeM with IFMS is as follows:

- a) The DDO will submit bill to concerned Treasury within 2 days of generation of Consignee's Receipt and Acceptance Certificate (CRAC) with copy of the printout(s) of the invoice for the GeM purchase along with bank details of the concerned supplier(s).
- b) The bill will be processed in the concerned Treasury on priority basis and after passing of the bill the proceeds would be credited to the bank account of the supplier.
- c) The DDO will obtain the UTR (Unique Transaction Reference) against the payment made from the DDO Interface of IFMS and update the same in the GeM Portal to complete the process.

6. The total time limit for payment to the vendor being 10 days from the generation of CRAC. Procuring offices should scrupulously follow the timeline for submission of bills in the Treasury and Treasury Officers should make payments within 2 days of receipts of bills from the DDO provided all other provisions like allotment, DFPR, etc. have been properly followed by the concerned Procuring Authority. The Director of Treasuries and Accounts, West Bengal will issue separate instruction to the Treasuries accordingly.

7. Necessary amendments in the West Bengal Financial Rules shall be made in due course.

(H.K. Dwivedi)

Additional Chief Secretary to the
Government of West Bengal

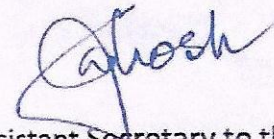
No. 3876/1(500)-F(Y)

Dated 14th June, 2018

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.

4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department. He is requested to circulate the same to all Autonomous and statutory bodies / Local Bodies/PSUs/parastatals, etc under his administrative control.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Commissioner, _____ Division, _____
8. Director, _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police _____
11. Sub-Divisional Officer, _____
12. Block Development Officer, _____.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
16. Treasury Officer, _____
17. Group ____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Assistant Secretary to the
Government of West Bengal

eeFI/MS&E-Gov
2/8/2018

Government of West Bengal
Finance Department
Audit Branch
Nabanna, Howrah

No. 4949-F(Y)

Dated 3rd August, 2018

MEMORANDUM

Sub: Guidelines for creation of Organisational Hierarchy and Selection of Primary/Secondary Users in GeM

The State Government has introduced voluntary procurement of goods and services through Government e-Marketplace (GeM) vide Finance Department Memo No. 3876-F(Y) dated 14.06.2018. Further, GeM has introduced the feature of Dashboard Analytics Reports for monitoring various procurement parameters in GeM by different State Government Departments. For precise data collation in Analytics Reports, the mapping of Organizational Hierarchies in Departments and registration of intending buyers appropriately as Primary and Secondary Users in the respective Organizations is a key prerequisite.

2. For this purpose, in continuation of FD Memo No. 3876-F(Y) dated 14.06.2018, the following guidelines are hereby prescribed in order to maintain uniformity in the creation of Organizational Hierarchies and assignment of roles of Primary and Secondary Users in GeM in respect of the State Government Offices, State PSUs, Local Bodies, Statutory and Autonomous Organization, Aided Institutions, Parastatals, etc. under the administrative control of Government of West Bengal.

3. Creation of Organizational Hierarchy in GeM:

- i. First, on the Buyer Registration Page, the 'Organization Type' is to be selected from the dropdown list on GeM as follows:
 - a. State Government (in case the Organization is a State Government Office of any State Government Department)
 - b. State Autonomous (in case of Organizations like Calcutta High Court, PSC, WBSEC, KMDA, SJDA, Universities, Aided Colleges, Aided Schools, etc.)
 - c. State PSU (in case of Organizations like WBHIDCO, CSTC, WBTIDCL, WBMSCL, Wbfdcl, etc.)
 - d. State Local Body (in case of Organizations like Zilla Parishads, Municipalities and Municipal Corporations, etc.)
- ii. Second, after selecting the 'State', the name of the controlling 'Department' of the Government of West Bengal is to be selected from the dropdown list.
- iii. Third, the Buyer who is registering, needs to choose his/her 'Organization' from the dropdown list. In case the name of the applicant Organization is not available in the dropdown list, the hyperlink "[Request For New Organization](#)" may be clicked. Thereafter, on the fresh Registration Page, after completing the steps (i) and (ii) above, option 'Others' in the 'Organization' dropdown list may be selected and the name of the Organization may be entered in the empty field that appears for this purpose. After completing comments and providing the applicant's NIC Email ID, the online

request for creating a new 'Organization' in GeM may be submitted. The applicant shall be intimated over email once the new 'Organization' has been created in GeM.

4. **Assignment of role of Primary User and Secondary Users and creating Divisions under Organizations in GeM:**

- i. Each 'Organization' will have only one 'Primary User'. The functions of a Primary User have been mentioned in brief in FD Memo No. 3876-F(Y) dated 14.06.2018. All offices registered as separate Organizations in GeM will have a Primary User each. Organizations should not be created below District level.
- ii. For State Government Offices, the Primary User should be a Group-A Officer of the State Government:
 - a. In case of the Departments/Directorates/Commissionerates, the Primary User should at least be in the rank of Deputy Secretary/Deputy Director/Deputy Commissioner respectively.
 - b. In case of Regional and District level State Government Offices, the Primary User should at least be a District Level Group-A Officer.
 - c. In case of State PSUs, Local Bodies, Autonomous and Statutory Organizations, Grant-in-Aid Institutions, the role of Primary User may be a Group-A Officer on deputation in the organization, say CEO/EO, or a Group-A Officer of the appropriate State/Regional/District level Office of the Administrative Department which controls that Organization.
- i. For procurement of goods and services, 'Divisions' need be created in an 'Organization' in GeM by its Primary User, and in each Division, he/she further needs to create 'Secondary Users' with different assigned roles - Buyer, Consignee, and DDO (Paying Authority). Therefore, in order to make procurements each Organization needs to have at least one 'Division' and a minimum no. of 'Secondary Users' including at least one DDO/Paying Authority and Buyer each.
- ii. The role of DDO (Paying Authority) in GeM can only be performed by an officer who is otherwise also authorized to function as the DDO/Paying Authority of that Office/Organization by the Finance Department. Due attention may be paid that this role is not assigned to anyone else.
- iii. The DDO cannot act as a Buyer or Consignee in GeM. However, a Buyer can be a Consignee and vice versa. Also, the Primary User can only be a Consignee and not a Buyer or DDO.
- iv. All State Government Primary and Secondary Users in GeM should have NIC Email IDs, and preferably the NIC Email IDs should be designation based.
- v. Due attention should be paid in defining/creating and naming 'Divisions' in GeM and it should be ensured that there are enough employees in a 'Division' including at least one DDO/Payment Authority. For example, the Division responsible for procurements in the Department Headquarters Office in XYZ Department could be named "Secretariat Office, XYZ Department".
- vi. The Offices which will not be having any Primary User will be a Division under the next higher office which is having a Primary User. For example, each BDO & ex-Officio EO of Panchayat

Sanity will be a Division under the 'Organization' of the concerned District Magistrate, BMOH Office will be a Division under the 'Organization' of the concerned CMOH, etc.

- vii. PSUs, Aided Institutions, Local Bodies, etc. will not be having any Primary Users. They will be Divisions under the concerned District/Directorate/Department 'Organization'.

5. Verifying Authority of Primary User:

- i. During Primary User Registration, the particulars of the registering Primary User need to be approved by a Verifying Authority. Such Verifying Authority chosen by the Primary User during GeM Registration should necessarily have a functional NIC Email ID and should be the same rank or senior than the Primary User in to the same Organization/Department. The Verifying Authority needs to approve/reject the intending Primary User's application within 48 hours, else it is deemed approved.
- ii. The Administrative Departments may assign the responsibility of Verifying Authority to specific officers under its control through Administrative Orders, if required, as per their convenience.

6. Select Guidelines for Secondary Users:

- i. The Buyer shall place a Procurement Order only after obtaining necessary approval of the competent authority as per DFPR, 1977 unless he himself enjoys the required authority for making such a procurement as per the extant Rules of the State Government. Such financial approval needs to be uploaded onto GeM as well.
 - ii. Before issuing order for procurement in GeM, the buyer shall check that there is sufficient fund available with the concerned DDO under the applicable Head of Account to ensure payment to seller within 10 days from the date of generation of CRAC (Consignee's Receipt & Acceptance Certificate).
 - iii. The Consignee shall within 10 days of compliance of the conditions of the Procurement Order by the Seller/Vendor generate the CRAC. Before generating the CRAC the Consignee shall ensure that the Goods received are in satisfactory condition and are as per the required specifications. After generation of CRAC there is no provision of returning the Goods/seeking refund.
 - iv. In case the Buyer desires to include installation of the Goods at a preferred location, the specific location's filter should be applied during searching potential Sellers of the item(s) and specified while inviting bids, giving Procurement Order, etc.
7. In case any new Product Categories are required to be created in GeM or further major clarifications are required which cannot be addressed by the Nodal Officers of respective Departments, they may be addressed to Joint Secretary, Group-T, Finance Department.



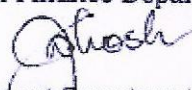
(H.K. Dwivedi)
Additional Chief Secretary
to the Government of West Bengal

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2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary,
_____ Department, Govt of West Bengal.

He is requested to circulate this Memo. to all parastatals under the administrative control of his department.

5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department
7. Commissioner, _____ Division.
8. Director _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
10. District Magistrate / District Judge / Superintendent of Police, _____
11. Sub-Divisional Officer, _____
12. Block Development Officer, _____
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th & 6th Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata - 700 064.
16. Treasury Officer, _____
17. Group _____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


Assistant Secretary to the
Government of West Bengal

**Government of West Bengal
Finance Department
Audit Branch**

Memo. No. 5430-F(Y)

Dated 23rd August, 2018


MEMORANDUM

Sub: Revised Provisions for procurement through Government-e-Marketplace

The State Government has introduced voluntary procurement of goods and services through Government-e-Marketplace (GeM) vide Finance Department's Memo. No.3876-F(Y), dated 14.06.2018. Necessary provisions on procurement and payment procedure through GeM have been laid down in para 4 & 5 of the Memo. *ibid*. Further, necessary guidelines in regard to creation of Organizational Hierarchies and assignment of roles of Primary and Secondary Users in GeM in respect of the State Government Offices, State PSUs, Local Bodies, Statutory and Autonomous Organization, Aided Institution, Parastatals, etc. under the control of the State Government have been issued vide FD's Memo. No.4949-F(Y) dated 03.08.2018.

2. Now, in partial modification of Para 4 of FD's Memo. No. 3876-F(Y) dated 14.06.2018, the following provisions are hereby prescribed in order to facilitate the procurement of goods and services through GeM:

- i) Para 4(a) of Memo *ibid* stands modified as follows:
Purchase/Procurement value upto ₹50,000/- may be made directly through GeM, meeting the requisite quality, specification and delivery period. However, in case of procurement other than through GeM, the ceiling for direct purchase will remain ₹ 10,000/- as stipulated in FD's Memo. No. 5400-F(Y) dated 25.06.2012.
 - ii) "Above ₹10,000/- and upto ₹1 lakh through GeM" in para 4(b) of Memo *ibid*. is hereby replaced as "Above ₹ 50,000/- and upto ₹ 1 lakh through GeM".
 - iii) If the number of qualified vendors/sellers is less than three for L1 Purchase/Bidding in GeM, then the Administrative Department shall take a decision based on the following situations:
Case 1: If the no. of qualified bidders is 2, the Procuring Authority should mandatorily use online Reverse Auction available on GeM.
Case 2: If the no. of qualified vendor/seller is 1, the relevant provisions of Finance Department Memo No. 925-F(Y) dated 14.02.2017 is to be followed.
 - iv) For purchase of Branded Articles and Proprietary Items through GeM, concurrence of Finance Department shall mandatorily be obtained as per FD's Memo. No.1956-F(Y), dated 04.04.2014 before placing the order on GeM.
 - v) The format of the Sanction Order of the appropriate authority to be uploaded in GeM Portal before placing the Order is provided at Annexure-A of this Memorandum.
3. The procurement of vehicles, computers & peripherals, printers, scanners, photocopier machines, etc. may be made **only through GeM**. For other articles, procurement through GeM is voluntary.
4. **In all cases, before placing an order in GeM, the Procuring Authority shall satisfy itself about the reasonability of the rates of the items to be procured and ensure that the items usually procured together have not been split into multiple orders to avoid ceilings defined in Financial Rules.**
5. Necessary amendments in the WBFR shall be made in due course.


(H.K. Dwivedi)

Additional Chief Secretary to the
Government of West Bengal

ANNEXURE-A to Memo No.5430-F(Y) Dated, 23rd August, 2018.

(Name and address of the Office)

SANCTION ORDER for procurement through GeM

Memo No.

Date:

Products/Services to be procured	
Quantity	
Amount Sanctioned by the competent authority as per DFPR for this Order (in Rs.)	
Name of the appropriate Sanctioning Authority as per DFPR	
Head of Account/Scheme ID (if applicable)	
Whether fund has been blocked / kept aside for timely payment	(Yes/No)
U.O. No. & Date (if available)	
Remarks	

This is to certify that sanction of appropriate authority as per DFPR and other extant rules in force has been obtained for procuring items as mentioned above and the fund in relevant Head of Account/Deposit Account/Bank Account has been kept aside for making timely payment to the Seller.

SIGNATURE OF HEAD OF OFFICE :

DESIGNATION WITH SEAL :

Memo No. / 1(3)

Date:

Copy forwarded to:

- i) Buyer
- ii) Drawing & Disbursing Officer / Paying Authority
- iii) Consignee(s)

SIGNATURE OF HEAD OF OFFICE :

DESIGNATION WITH SEAL :

Copy forwarded for information and necessary action to:

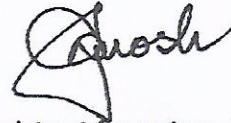
1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
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3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department
5. Financial Advisor, _____ Department.
6. Commissioner, _____ Division, _____

7. Director, _____

8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, _____

10. Sub-Divisional Officer, _____
11. Block Development Officer, _____
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, _____

16. Group ____ / _____ Branch, Finance Department.
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Assistant Secretary to the
Government of West Bengal

Advisory on GeM

GeM Users and User Registration

Competent Authority:

WHO? - Head of the Organization:

- Central Ministries/Department- Secretary to the Govt.
- State Department – Principal Secretary to the State Government.
- For other Institution/Entity/Organization – MD/CMD/CEO/Chairman/DG/Director and the JS (for Central Ministry) or Principal Secretary (for State Government) concerned for the Entity/Organization.

RESPONSIBLE FOR - adding **Verifying Authority** under their Organization.

Verifying Authority:

WHO? - Under Secretary/Equivalent or above. Nominated by Competent Authority.

RESPONSIBLE FOR - approving the Registration of all **Primary Users**.

Primary User:

Can be any one of the Users as defined below:

- Deputy Secretary or above of the Central Government Ministry, Govt.
- Head of the Office at Sub-Centre/Unit/Branch of Government Organization/PSU/Autonomous Bodies/Local Bodies/Constitution Bodies/Statutory Bodies.
- Director/Equivalent Officer.

For Primary User registration – you require the following before you can proceed:

- **Government email id – preferably designation based**
- AADHAR number
- Active Mobile number to which your AADHAR is linked – for OTP purpose

Secondary User:

As defined by the Primary User. Approved by the Primary User for the below mentioned Roles:

- Buyer
- Consignee
- Payment/Paying Authority (e.g. DDO)

Secondary Users may or may not have Government e-mail Ids.

Note : AADHAR is recognised as the Identity of any User. Primary User and Secondary User Roles cannot be performed by the same Officer in the same Organization. Same Officer cannot perform the Roles of Buyer/Consignee/Payment Authority at a time. For Buyer and Payment Authority there will be separate Officers. Consignee may be a different Officer but not mandatory – A Payment-Authority/Buyer may function as Consignee but definitely with a separate Login Id.

GeM User Creation

Finance Department in their Memo No. 3876-F(Y) dt 14.06.2018 notified for Procurement of Goods and Services online through Government e-Marketplace (GeM) by any Government Organisation/PSU/Autonomous-Body/Statutory-Body etc. The URL of the Portal is <https://gem.gov.in>.

The GeM portal is not a ready-made portal like popular e-commerce online portals like Amazon, Flipkart etc. for use. Any Organisation willing to come under the purview of GeM has to prepare them first by creating their Organisation as a part of the System in the Portal.

The GeM System is entirely an AADHAR based System. The GeM System will recognize an Organization with some User Ids or Login Ids. There are two types of Users **1.Primary User & 2.Secondary User**. The Primary User will be of the HoD rank and must have one Government e-mail Id and also should have his AADHAR linked with his Mobile No. The Secondary Users may have Government e-mail Id but any other e-mail Id like Rediffmail, Gmail etc. can serve the purpose but they must have their AADHAR linked with Mobile Nos. GeM System does not utilise DSC (Dongle) for digital signature but it uses AADHARs for generating digitally signed documents.

Primary User:

The Primary User is responsible for creating his Organization Structure verified by a Verifying Authority who may be an Officer above or same rank of him. The verifying Authority should also have one Government e-mail Id and his AADHAR linked with his Mobile No.

After creating the Primary User successfully as per System guidelines, the Primary User will create Divisions (Executing Units) under his control. If you have have say 3 DDOs in your Organisation you have to create 3 Divisions in different Names.

Secondary Users: Secondary Users will be created by the Primary User. Secondary User may be of 3 types:

- 1.Paying Authority (DDO)
- 2.Buyer &
- 3.Consignee.

Paying Authority will send the Bills to the Treasury/PAO for payments, Buyer will select the Products for buying and approve those for getting on-site supply of the selected Products by the Vendor. The Consignee will receive the Goods and generate a CRAC (Consignee's Receipt & Acceptance Certificate) on the basis of which the DDO will make payments. Same Officer cannot function as DDO & Buyer simultaneously. But a Paying Authority can function as Consignee and also a Buyer can function as Consignee. Moreover, at least 2 Officers are to be identified to operate as Secondary Users at Division (Executing Unit) Level. For instance at the Division level the DFO can be Paying Authority (DDO), ADFO can be Buyer and AFR can be Consignee.

In order to input information for all the Secondary Users, first of all Data from each Secondary User have to be collected in the following format:

- 1.Wing,
- 2.First Name,
- 3.Last Name,
- 4.e-mail (Official),
- 5.Mobile No.,
- 6.Designation,
- 7.Role (Paying-Authority/Buyer/Consignee).

Secondary Users will have to be provided with Unique User Names (Login Ids). For instance if the Division is "**Jalpaiguri**" the Secondary User Names for that Division may be as follows:

1. Paying Authority (DDO) : gemddojpgwb
2. Buyer : gembuyerjpgwb
3. Consignee : gemconsignejpgwb

Forest Directorate, West Bengal
Proposed Chart of Authorisation for implementation of GeM

Purchasing Unit ⇒	PCCF (HoFF)	PCCF(Wildlife)	PCCF (RMD)	Field Circle units - Headed by CCF/CF (when CCF wants to register as secondary user)	Divisional Units headed by DFO/DFD/DCF/DIRECTOR	
Verifying Authority	CCF HQ	APCCF WL	APCCF RMD	APCCF (F)	APCCF (F)	
Primary User	CF APM	CF WL(HQ)	CCF Monitoring	CCF HQ	CCF/CF concerned	
Secondary User	DDO	DCF Admin	DFO WL(HQ)	DCF Monitoring(S)	CCF concerned circle	DFO/DCF DFD/Director
	Buyer	AFR -I	AWLW WL (HQ) Div	AFR	AFR of concerned circle office	ADFO/AFD/AWLW/ Asst Director
	Consignee	DR/Fr	AFR WL (HQ) Div	DR/Fr	DR/Fr of concerned circle office	AFR/ DR/Fr