



केन्द्रीय विद्यालय संगठन/ Kendriya Vidyalaya Sangathan  
18, संस्थानिक क्षेत्र/ 18, Institutional Area  
शाहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg  
नई दिल्ली-16/ New Delhi - 16  
011-26858570

फ.स.110239/51/2019/बजट /केवीएस(मुख्या.)

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दिनांक:06.02.2020

The O.M.No-17-39/2017-EE-1,dated 24<sup>th</sup> December 2019 regarding Procurement of products available on Gem, issued by the Ministry of HRD, Govt. of India is uploaded in the KVS Website for information and necessary action.

(ए के श्रीवास्तव)

सहायक आयुक्त (वित्त )

वितरण :

1. उपायुक्त, के. वी. एस. , सभी क्षेत्रीय कार्यालय।
2. वित्त अधिकारी , के. वी. एस. , सभी क्षेत्रीय कार्यालय।
3. सभी अधिकारी / अनुभाग , के. वी. एस. (मु. )।
4. प्राचार्य , के. वी. काठमांडू , मास्को एवं तेहरान ।
5. महासचिव , सभी मान्य संघ ।
6. निदेशक , जीट ग्वालियर , मुंबई , मैसूर , चंडीगढ़ एवं भूबनेश्वर।
7. उपायुक्त, ई डी पी , के वी एस (मु.) को के वी एस (मु.) की वेबसाइट के शीर्ष "सूचना पट(Announcements) " के अंतर्गत अपलोड करने हेतु प्रेषित।
8. उपायुक्त, के. वी. एस(ई डी पी)।
9. सहायक आयुक्त (एस एंड एस )
10. आर टी आई , के वी एस (मु.)।
11. गार्ड फ़ाइल

FTS-67624/2019

F. No. 17-39/2017-EE.1  
Government of India  
Ministry of Human Resource Development  
Department of School Education & Literacy  
(Admn Bureau)

New Delhi, the 24<sup>th</sup> December, 2019

OFFICE MEMORANDUM

**Subject:** Procurement of products available on Gem – reg.

The undersigned is directed to forward herewith a copy of letter dated 13<sup>th</sup> August, 2019 received from Secretary, Ministry of Commerce on the subject mentioned above which is self explanatory.

2. A workshop on Government e-Marketplace(GeM) Training for all procurement officers in respect of the autonomous organizations and subordinate office of the Department of School Education & Literacy was held on 25.04.2019 in which the officers were trained in all aspects of GEM procurement for continuous capacity building of all users.

3. Secretary(SE&L) has desired that all concerned Bureaus, autonomous organisations and subordinate office of this Department should ensure that all procurement of products and services available on GeM is done mandatorily through GeM only. The officers and staff involved in procurement related issues are required to regularly review and monitor the month to month growth in transactions and proactively facilitate the procurement authorities to enhance their procurement through GeM.

Encl: As above.

(M.C. Worthing)

Deputy Secretary to the Govt. of India

- ✓ 1. JS(Instr.)
- 2. JS(SS.I)
- 3. JS(AE & Admn)
- 4. JS(SS.II)
- 5. JS(MDM)
- 6. JS & EA
- 7. DDG(Stats)

**Heads of Autonomous Organizations:**

- 1. Chairperson, CBSE
- 2. Chairperson, NCTE
- 3. Director, NCERT
- 4. Commissioner, KVS
- 5. Commissioner, NVS
- 6. Chairman, NIOS
- 7. Director, CTSA
- 8. Director, NBB
- 9. Director, DAE

Copy to PPS to Secretary(SE&L) for kind information.

SO(UT-2)  
Sr. Anit, (SO(UT-3))

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24.12  
DS(S-3/Coord)  
DS(UT)  
DS(S-4)

24.12.19  
US/UT.2)  
RJ-forward to  
KVS and NVS for strict  
compliance  
30/12/19

ANUP WADHAWAN



वाणिज्य सचिव  
भारत सरकार  
नई दिल्ली-110011  
COMMERCE SECRETARY  
GOVERNMENT OF INDIA  
NEW DELHI-110011

DO No DO No 5/ACEO/GeM/2019

13<sup>th</sup> August 2019

Dear Shri Subrahmanyam,

As you are aware, Government e-Marketplace (GeM), the national procurement platform of India, has completely transformed the way public procurement is conducted in India, by making it transparent, efficient and inclusive. Till date GeM has concluded over 20 Lakh transactions worth over INR 33,000 Crore. More than 37,000 public offices are transacting on the GeM platform and more than 3 Lakh sellers and service providers are offering over 10 Lakh products and services. About 45% transactions by value have been awarded to MSMEs, startups and women entrepreneurs. GeM has on an average provided 20-25% savings on the total cost of procurement.

A goal of INR 1 Lakh Crore transaction on GeM has been set for the FY 19-20. The Hon'ble Minister of Commerce and Industry has desired that all departments identify the goods and services to be made available on GeM to enable them to be offered on the platform. It should be ensured that all procurement of products available on GeM is done through GeM only. As always, this can be achieved only with your full support and guidance.

In this context the following actions are requested from your end:-

1. Preparation of an action plan for realizing a target of INR 2000 Crore on GeM in 2019-20 by your Ministry / Department including CPSUs and its communication to GeM on or before 16.08.2019.
2. Issuing instructions to the Chairman of the Standing Committee on GeM (SCoGeM) in your Ministry/Department to regularly hold meetings, monitor the procurement through GeM, prepare specifications of items not available on GeM (as per proforma provided in Annexure-1) and communicate to GeM.
3. Align a team of officers to help GeM finalize TPs for specific categories of procurements that may be unique to your Ministry / Department and convey to GeM.
4. Nominate a Joint Secretary level officer as the single point of contact (SPOC) for procurement on GeM. The officer would be required to closely monitor and report the progress related to GeM procurement by the agencies under your Ministry/Department (including CPSUs), on a fortnightly basis to CEO, GeM.

Looking forward to accelerated adoption of GeM by all organizations in your Ministry for all products and services used by them.

With warm regards,

Yours sincerely,

[Anup Wadhawan]

Shri R. Subrahmanyam  
Secretary  
Department of Higher Education  
Ministry of Human Resource Development  
Shastri Bhawan