



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Government e Market Place (GeM) -Assigning of roles to the Officers in GeM portal System- sanctioned - Orders issued.

ADMINISTRATION B 8 SECTION

No. 5269/AD B 8/2019/MGU

Priyadarsini Hills,Dated: 29.10.2019

- Read:-*1. GO(Ms)No. 2/2018/SPD., Dated, 27/03/2018
2. G.O.(P) No. 2/2018/SPD., Dated, 28/04/2018
3. G.O.(P) No. 7/2019/SPD., Dated, 26/04/2019
4. G.O.(Rt) No. 01/2019/SPD., Dated, 02/01/2019
5. UO No.3541/P&D1/2019/MGU,Dated, 26/7/2019
6. UO No.3781/P&D1/2019/MGU,Dated, 03/08/2019

ORDER

As per the Government Order read 1 above, Government has ordered to implement Government e Market Place (GeM) introduced by Ministry of Finance, Government of India for the purchase of commonly used goods and services in the State by Government departments/ PSUs/ Autonomous Bodies /LSGIs / Universities through GeM portal. As per the Government Order read 2 above, a new chapter- Chapter 19 (Government e market place -GeM) has been incorporated in the Stores Purchase Manual for compliance by Government departments/PSUs/ Autonomous Bodies/ LSGIs/ Universities. All Government departments /PSUs /Autonomous Bodies/ LSGIs/ Universities are required to register themselves on GeM for making procurements as buyers through the portal.

The Government Order cited 3 lays down that the procurement of Goods & Services by the Departments above Rs 25,000/- will be mandatory for Goods & Services available on GeM. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the government buyers for direct online purchases as under :-

1. Upto Rs 50,000/- through any of the available suppliers on the GeM , meeting the requisite quality , specification and delivery period.
2. Above Rs 50,000/ and Upto Rs 30, 000,00/- through the GeM Seller having the lowest price amongst the available sellers of atleast three different manufacturers,on GeM, meeting the requisite quality , specification and delivery period.

In compliance with the above Government Orders, the Syndicate of Mahatma Gandhi University held on 17.07.2019 has issued orders to enroll Mahatma Gandhi University as a buyer in GeM Portal as per order read 5 above. As per UO read 6 above, AdBVIII section has been entrusted with the responsibility to effect Buyer Registration in GeM and execute purchases through the Portal.

In GeM, the primary registration to the Government User is granted at the level of the Head of the Department who shall be the Primary User of the portal in respect of the department concerned. The primary user registered on GeM shall not have any direct role required for buying in GeM, nevertheless shall be assigned authority to create, edit and deactivate various roles assigned to the subordinate officers as secondary users on GeM within the Department. The subordinate officers registered as secondary users shall have direct role based participation in buying through GeM.

Sanction has therefore been accorded by the Vice Chancellor for assigning the following officers with corresponding roles in the GeM Portal System for enacting purchases:

SI No.	OFFICER	Role Assigned in GeM Portal
1.	Vice Chancellor	Competent Authority & Verifying Authority
2.	Registrar	Primary User
3.	Joint Registrars I,II, III (ADMN) Joint Registrars I,II, III ,IV (EXAM)	Secondary User with Specific Role of Buyer
4.	University Engineer System Manager Estate Officer Section Officer Stores	Consignee
5.	Finance Officer	Payment Authority

The above said officers shall furnish their Aadhaar Card details including the active Mobile Number linked with it and shall also obtain all certificates and requisites including bank accounts as specified under the guidelines published in the portal for the online purchase of Goods & Services under GeM System.

Orders are issued accordingly,

SABOO THOMAS

JOINT REGISTRAR III
(ADMINISTRATION)

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1. Persons / Sections Concerned
2. PS to VC / PVC
3. PA to Registrar/Controller of Examination/Finance Officer
4. Joint registrars/ Deputy Registrars/Assistant Registrars [ADMN/ FIN/ EXAM/ ACAD]
5. University Engineer/ System Manager/ Estate Officer/ Store Keeper
6. Joint Director, Kerala State Audit, M G University
7. Content Management Section/ IQAC
8. Stock File/ File Copy / Records

Forwarded / By Order

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം