

**GOVERNMENT OF ODISHA**

**FINANCE DEPARTMENT**

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NO. 19357 /F.

Dated. 19.06.2018

FIN-COD-MISC-0002-2018

**OFFICE ORDER**

**Sub: -Establishment of State level GeM Procurement Unit (SGeMPU) for Roll out of Government e-Marketplace in Odisha.**

The Central Purchase Organization viz: DGS&D have developed GeM portal to facilitate online procurement of common use Goods & Services required by various Central Ministries and State Government Departments / PSUs/autonomous bodies of Government. A State level GeM Procurement Unit has been set up in O/o Directorate of Treasuries & Inspection, Odisha, Treasury and Accounts Bhawan, Kharvela Nagar,,Unit-III, Bhubaneswar-751007 for roll out and implementation of GeM in the State. At present, it will function from the office building of Special Treasury No.-I, Rajiv Bhawan, Bhubaneswar-751001.

2. The State GeM Procurement Unit (SGeMPU) will be the single point co-ordination unit between GeM and State Government. It will, customize State specific requirement, monitor implementation of Government procurements on GeM and extend training and handholding support in the State for roll out of GeM. It will carry out the following activities for implementation of GeM at State level:

- I. Registration of buyers and sellers;
- II. Training of Trainers
- III. Deployment of Trainers
- IV. Capacity building of stake holders;
- V. Integration of GeM with IFMS for payment to Sellers for procurements of Government Offices and configuring payment system for procurements of PSUs/Autonomous Bodies of Government.
- VI. Ensure timely payment to suppliers;

VII. Reconciliation of payment vis-à-vis orders placed and goods received;

VIII. Help desk support

IX. Continuous support for implementation of day to day issues.

3. All posts created in the **GeM Procurement Unit** are to be filled up through regular officers of the respective cadres and on deputation basis from other Administrative Department having necessary experience. The expenditure on account of salary and other incidental expenses of officers posted will be borne by Directorate of Treasuries and inspection.

5. The SGeMPU will be headed by the Joint Director , GeM to be designated as State Nodal Officer for procurement on GeM. The other officers of the Unit are Assistant Directors (2nos) , Accounts Officer (1 nos) and Software Engineer (1 no). The supporting staff will be Junior Assistant (2 nos) and Peon (1 no). The newly created post of Junior Assistant will be filled up on contractual basis following General Administration Department notification no. 32010 dated 12.11.2013 and the relevant recruitment rule and provisions of ORV Act. The Peon will be deployed from DTI and is to be filled up on outsourcing basis.

The unit will function with immediate effect from the date of issue of the Office Order.

  
**Special Secretary to Government**

Memo No 19358 /F

Dated 19.06.2018

Copy forwarded to PS to Hon'ble Minister Finance & Excise for kind information of Hon'ble Minister.



Under Secretary to Government

Memo No 19359 /F

Dated 19.06.2018

Copy forwarded to OSD to Chief Secretary to Government for kind information of Chief Secretary.



Under Secretary to Government

Memo No 19360 /F

Dated 19.06.2018

Copy forwarded to PS to All Additional Chief Secretary/Principal Secretary/Commissioner-cum-Secretary, all Departments for kind information of Additional Chief Secretary / Principal Secretary / Commissioner-cum-Secretary .



Under Secretary to Government

Memo No 19361 /F

Dated 19.06.2018

Copy forwarded to Principal A.G (A&E), Odisha, Bhubaneswar for kind information.



Under Secretary to Government

Memo No 19362 /F

Dated 19.06.2018

Copy forwarded to PS to Principal Secretary, Finance Department for kind information of Principal Secretary.



Under Secretary to Government.

Memo No 19363/F

Dated 19.06.2018

Copy forwarded to PS to JS & Additional CEO, GeM Room no.-238, Jeevan Tara Building, Sansad Marg New Delhi-110001 for kind information.

*Arch*  
19/06/2018

Under Secretary to Government

Memo No 19364/F

Dated 19.06.2018

Copy forwarded to PS to Special Secretary, Finance Department (PC Majhi) for kind information of Special Secretary.

*Arch*  
19/06/2018

Under Secretary to Government

Memo No 19365/F

Dated 19.06.2018

Copy forwarded to Director of Treasuries and Inspection, Odisha for information and necessary action.

*Arch*  
19/06/2018

Under Secretary to Government

Memo No 19366/F

Dated 19.06.2018

Copy forwarded to Director, Madhusudan Das Regional Academy for financial Management (MDRAFM) for information and necessary action.

*Arch*  
19/06/2018

Under Secretary to Government

Memo No 19367/F

Dated 19.06.2018

Copy forwarded to Director Small Savings (in-charge of OFS Est Branch) for information and necessary action. He is requested to kindly take steps for posting of regular officers for functioning of the Unit.

*Arch*  
19/06/2018

Under Secretary to Government

Memo No 19368/F

Dated 19.06.2018

Copy forwarded to OFS Estt. Branch for information. It is requested to take immediate steps for posting of regular officers for functioning of the Unit.

*A. S. U. [Signature]*

Under Secretary to Government

Memo No 19369/F

Dated 19.06.2018

Copy forwarded to all officers of Finance Department for information.

*A. S. U. [Signature]*

Under Secretary to Government

Memo No 19370/F

Dated 19.06.2018

Copy forwarded to Treasury Branch of Finance Department for information and necessary action.

*A. S. U. [Signature]*

Under Secretary to Government

Memo No 19371/F

Dated 19.06.2018

Copy forwarded to all Heads of Departments for information and necessary action.

*A. S. U. [Signature]*

Under Secretary to Government