

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

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.

Sd/-
Special Secretary to Government