

I/61400/2023

**NODAL CELL
FINANCE DEPARTMENT
NDMC : NEW DELHI**

Sub : Creation/Modification of ID for Government e-Marketplace (GeM)

The control w.r.t. creation of secondary user or modification/deletion of information /ID of existing user and likewise vests with the Primary User i.e. Financial Advisor, NDMC.

2. Accordingly, for creation of ID or modification/deletion of existing ID, request shall invariably be submitted in the enclosed proforma.
3. It may be noted that requests regarding non-functioning of GeM ID due to technical glitch etc. shall be looked into by IT Department.

This issues with the approval of Financial Advisor

Signed by Ram Singh
Date: 19-04-2023 16:40:47
Director (Finance)

All HoDs - for wide circulation and strict compliance

Encl : Proforma for submission of request/information

Copy to :

- | | |
|------------------------|--|
| 1. P.S. to Chairperson | - for information of Chairperson, NDMC |
| 2. P.S. to F.A. | - for information of F.A., NDMC |
| 3. P.S. to Secretary | - for information of Secretary, NDMC |
| 4. Office copy | |

**NODAL CELL
FINANCE DEPARTMENT
NDMC : NEW DELHI**

Sub : Creation / Editing of ID for Government e-Marketplace (GeM)

1. Name of the user
2. Employee Code Number
3. Designation
4. Name of Department and Division
5. Existing User or New User
6. Reason for modification
- (in case of existing user)
7. Aadhar Number
8. Mobile number linked with Aadhar
9. Mail id (official only)
10. Organization hierarchy
11. Administrative / Accounts

Signature of the User

Certified that information aforementioned is correct and GeM id is required to be created / modified / deleted.

Signature of HoD