

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairpersons/Coordinators of All Centres/  
Heads of the Departments/Directors of Regional Centres/ACLA/  
DSW/All Wardens of PU hostels  
Panjab University, Chandigarh

No. 4871-5070/FDO

Dated: 11/9/18

Dear Sir/Madam,

As you are aware that the Panjab University has adopted the instructions of Government of India for using the digital/electronic procurement portal of the Government, i.e., Government e-market place (GeM).

In order to register various Departments on GeM portal as "Buyer/Consignee" divisions of P.U. to enable such departments to use GeM Portal for making various purchases, the concerned HODs were requested to provide certain information.

Many of the departments supplied such information to this office and accordingly their account as "Buyers/Consignee" on GeM portal stand created. However, many departments are yet to be registered on GeM portal because of non-supply of required information.

It is therefore, requested that the following information in excel format must be supplied to this office immediately:

Sl. No.	First name of the HOD	Last name	Designation	Department	Mobile No. (10 digits) (must be linked with Adhar)
---------	-----------------------	-----------	-------------	------------	---

Those departments which have already provided the above information need not send it again.

Please note that after receiving the above information, a request would be sent to the NIC for creating an e-mail Id of the department as "Secondary User" being "Buyers/Consignee". Creation of such e-mail ID of a Department shall be notified to concerned HOD on registered Mobile No.

The E-mail ID so generated through NIC portal may be intimated to this office, so that account of the Department as a 'Buyer Division' of Panjab University on GeM Portal may be activated.

In case of any change (i.e., on completion of the term of Chairperson or on account of retirement of the present incumbent), the above information shall have to be updated on the GeM portal, for which the concerned Department shall provide the above particulars afresh about the new incumbent to the office of the undersigned.

**It may be noted that the Vice Chancellor has fixed the cut off date 15<sup>th</sup> October, 2018, beyond which no purchases (except through GeM) shall be allowed by the University. Needless to mention that with respect to goods/services not available on GeM portal, the purchases can be made through normal bidding procedure, on the basis of certification by the concerned HoD duly supported by relevant documents.**

Endst. No. 5071-77/FDO

Finance & Development Officer

Dated 11/9/18

Copy to the following for information/necessary action:

1. SVC for kind information of the Vice Chancellor.
2. The Registrar, P.U., Chandigarh for information
3. D.R. (Accounts) for information and necessary action
4. All Asstt. Registrars of Accounts Department for information and necessary action