



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
NH BYPASS JUNCTION, CHACKAI,
THIRUVANANTHAPURAM - 24**

NO. IHRD/6528/2024-PA5

Dated:03-07-2024

Circular

Sub:- IHRD - Implementation and utilization of Government e Marketplace (GeM) by Government Departments– details called for reg:

All Heads of Institution are directed to forward a consolidated report regarding the details of purchase made by the Institution concerned through GeM during the financial years 2021-22 and 2022-23 along with the status of registration taken in Government e- Marketplace (GeM) by the institutions, in the proforma appended. The details should be forwarded to this office on or before 6/7/2024 without fail.


DIRECTOR

To

- 1. All Heads of Institution**
- 2. SF**
- 3. OC**

TEMPLATE NO. 1 - STATUS OF REGISTRATION AND UTILISATION OF GeM BY ADMINISTRATIVE DEPARTMENTS

Sl. No	DEPARTMENT	REGISTERED ON GEM (YES/ NO)	TOTAL VALUE OF PURCHASES DURING FY 2021-22 (RS. CRORE)	TOTAL VALUE OF PURCHASES DURING FY 2022-23 (RS. CRORE)
1.				
2.				

Note: Template no. 1 is for data of Administrative Departments in Secretariat, excluding purchase made by subordinate entities.

**TEMPLATE NO. 2
DEPARTMENT-WISE STATUS OF REGISTRATION AND UTILISATION OF GeM BY SUBORDINATE ENTITIES**

NAME OF ADMINISTRATIVE DEPARTMENT:				
Sl.No	NAME OF SUBORDINATE ENTITY	REGISTERED ON GeM(YES/NO)	TOTAL VALUE OF PURCHASES DURING FY 2021-22 (Rs. CRORE)	TOTAL VALUE OF PURCHASES DURING FY 2021-22 (Rs. CRORE)
1.				
2.				

Note: The data of all subordinate entities like Directorates, Public Sector Undertakings, Autonomous Bodies, Local Self Government Institutions, Universities, companies, etc.