



**Government of West Bengal**  
**Irrigation & Waterways Department**  
**Jalasampad Bhavan, 3rd Floor, Western Block**  
**Bidhannagar, Salt Lake City, Kolkata 700091**

Memo No. 436 (12) -IB  
IW/O/IB-Misc-26/2018-19

Dated, 28<sup>th</sup> September, 2018

From: M. Chakraborty  
Joint Secretary to the  
Government of West Bengal

- To: 1. The Superintending Engineer  
Greater Calcutta Drainage Circle  
Irrigation & Waterways Directorate
2. The Superintending Engineer  
Investigation & Planning Circle-I  
Irrigation & Waterways Directorate
3. The Superintending Engineer  
Investigation & Planning Circle-II  
Irrigation & Waterways Directorate
4. The Superintending Engineer  
Eastern Circle  
Irrigation & Waterways Directorate
5. The Superintending Engineer  
Metropolitan Drainage Circle  
Irrigation & Waterways Directorate
6. The Superintending Engineer  
Western Circle-I  
Irrigation & Waterways Directorate
7. The Director  
Advance Planning, Project Evaluation and Monitoring Cell  
Irrigation & Waterways Directorate
8. The Director  
Dam Safety Organisation  
Irrigation & Waterways Directorate

9. The Director  
River Research Institute  
Irrigation & Waterways Directorate
10. The Director  
Central Design Office  
Irrigation & Waterways Directorate
11. The Project Director (HQ)  
Sundarban Embankment Reconstruction Project  
Irrigation & Waterways Directorate
12. The Superintending Engineer  
Mechanical & Electrical Circle  
Irrigation & Waterways Directorate

***Sub: Training on registration and use of General e-Market Place (GeM) for procurement of goods and services.***

Finance Department, Government of West Bengal has accorded in-principle approval for procurement of Goods and Services onboard Government e-Marketplace (GeM) vide their No. 3876-F(Y) dated 14.06.2018.

Further guidelines for creation of Organizational Hierarchy for selections of Primary/Secondary uses in GeM vide their No. 4949-F(Y) dated 03.08.2018.

Now, the Finance Department vide their Memo No. 5430-F(Y) dated 23.08.2018 has made procurement of vehicles, Computer & Peripherals, printers, scanners, photocopier machine etc. compulsorily through GeM with immediate effect.

It has been decided in this Department to assign roles of primary user to the Superintending- Engineers of Irrigation & Waterways Directorate. Nodal Officer, Joint Secretary (Tech) would be the verifying officer for all primary users.

It is desirable to have one primary user in each circle office that will create roles for secondary users.

The Executive Engineers under the particular Superintending Engineer will act as the DDO, and the corresponding Assistant Engineer (HQ) will be the buyer-cum-consignee.

It is mandatory to obtain the following for registration onboard GeM:-

- (1) Aadhar Card No. of the designated user

- (2) Aadhar linked Mobile No. of the designated user
- (3) NIC e-mail ID of the designated user

**It is requested to all Superintending Engineers to attend a 'Hands-on Training' to be held in the Ground Floor Conference Hall of Jalasampad Bhavan on 4<sup>th</sup> October 2018 (Thursday) from 12 Noon**

The Superintending Engineers are requested to bring their active NIC e-mail ID with secret password, Aadhar Card Number and Aadhar linked mobile phone in the said Hands-on Training session for registration in GeM if not done already.

*m. chakraborty 28/9/18*  
(M. Chakraborty)  
Joint-Secretary & Nodal Officer

Memo No. 436(12)/1(6) -IB

Dated, 28<sup>th</sup> September, 2018

Copy forwarded for information to:

1. Shri A. Ghosh  
Deputy Secretary (Works)-II  
Irrigation & Waterways Department  
He is requested to impart the Hands-on Training as Master Trainer.
2. Shri Bandhu Sundar Saha  
Assistant Financial Advisor  
Irrigation & Waterways Department
3. The Executive Engineer  
DVC Study Cell  
Irrigation & Waterways Directorate

He is requested to provide the activated NIC e-mail ID of concerned Superintending Engineers and their subordinate Executive Engineers.

4. The Executive Engineer-I  
Investigation & Planning Division (South)  
Irrigation & Waterways Directorate

He is requested to arrange for a projector, screen and laptop.

5. The Executive Engineer-I  
Metropolitan Drainage Division No. I  
Irrigation & Waterways Directorate

He is requested to arrange for logistics required for the meeting.

- ✓ 6. Shri Sujay Saha  
OSD & Ex-officio Deputy Secretary-III  
Irrigation & Waterways Department

He is requested to upload this Notice in the Circular link of Departmental website.

*mchakraborty 28/9/18*  
(M. Chakraborty)  
Joint Secretary & Nodal Officer