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, 28th 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 4th 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)
Joint Secretary & Nodal Officer

Memo No. 436(12)/1(6) -IB
Dated, 28th 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. 1
   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.

   (M. Chakraborty)
   Joint Secretary & Nodal Officer