
	कार्यालय, रक्षा लेखा नियंत्रक उदयान विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI-781171 Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email-cdaguwomcell.dad@hub.nic.in	
---	--	---

No. O&M/TRG/203/In House/Vol-XVIII

Dated:25/10/2021

To

Col FP
 HQ EC
 PIN- 908542
 C/O 99APO

Subject:- Online Training on GeM & GST on 29th October and 1st November, 2021.
Reference:- HQ Eastern Command letter No.106028/GeM/FPCCell (I) dated 21st Oct,2021

With reference to the letter cited above, it is intimated that the competent authority has accepted the proposal for imparting online training on the ibid subjects and it has been decided to conduct two days Online Training Programme on various aspects of GeM & GST utilizing “Google Meet App” as per course module (**Annexure-A**) on **29th October and 1st November, 2021**.

A link to join the training session will be shared to Col FP HQ EC on 29th October and 01st November, 2021 at 09:00 AM for training programme on 29th October & 01st November, 2021 respectively.

sd/
 (Sandeep Kr. Yadav) IDAS
 Dy. Controller

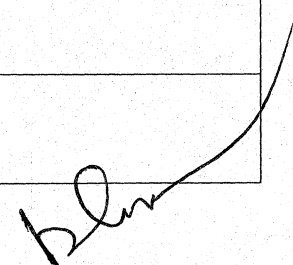
Copy to: -

1. The Officer- in- Charge
AN-I/A & AN-IB Sec. (Local) For information please.
2. Faculty Members For information. You are requested to prepare hand outs /lecture notes and PPTs on the training module. The assigned course module is attached as per **Annexure-A**.
3. The Officer-in-Charge
AN-IV Sec (Local) For necessary seating arrangement in the Training Hall of MO CDA Guwahati on **29th October and 1st November, 2021** and also to provide Tea and Snacks to the faculty members during Tea Break.
4. The Officer-in-Charge
IT & SW (Local) With a request to upload on the Website of CDA Guwahati please.

Abhijit
 (Abhijit Chakraborty)
 Sr. Accounts Officer (O&M)

**Subject:-Online Training on GeM & GST on 29th October and 1st November, 2021.
Training Module**

Session (Date & Time)	Participants	Subject	Faculty
15:00 -16:00 Hrs (29 October 2021)	Officials from HQ 3 Corps and Units/Formations under HQ 3 Corps	Introduction, Gem Overview, Rules & Regulations of GeM, Tender Enquiry Process on GeM Portal, Vendor Assessment on GeM Portal, Bid Management on GeM Portal. Guiding Principles in recovery and booking of GST.	Shri Sandeep Kumar Yadav, IDAS, DCDA
16:00 -16:30 Hrs (29 October 2021)		Processing of Case Files for Tender Enquires on GeM Portal, Points to be taken into consideration while carrying out tender enquires on GeM Portal, Documents required to be uploaded on GeM Portal and made available to audit for releasing online and offline payments on GeM Portal. How to exercise checks on recovery and booking of GST.	Shri A Chakraborty, Sr. AO
16:30- 17:00 Hrs (29 October 2021)		Open Session (For queries & interactions)	
01st November, 2021			
15:00 -16:00 Hrs (01 November 2021)	Officials from HQ 4 Corps and Units/Formations under HQ 4 Corps	Introduction, Gem Overview, Rules & Regulations of GeM, Tender Enquiry Process on GeM Portal, Vendor Assessment on GeM Portal, Bid Management on GeM Portal.	Shri Sandeep Kumar Yadav, IDAS, DCDA
16:00 -16:30 Hrs (01 November 2021)		Processing of Case Files for Tender Enquires on GeM Portal, Points to be taken into consideration while carrying out tender enquires on GeM Portal, Documents required to be uploaded on GeM Portal and made available to audit for releasing online and offline payments on GeM Portal.	Shri A Chakraborty, Sr. AO
16:30- 17:00 Hrs (01 November 2021)		Open Session (For queries & interactions)	


 (Abhijit Chakraborty)
 Sr. Accounts Officer (O&M)