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|  | <p>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</p> |  |
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No. O&M/TRG/203/In House/Vol-XVIII

Dated: 20/10/2021

MOST IMPORTANT CIRCULAR NO.-73

(Through CDA Guwahati website)

Subject:- Re-scheduling: In House Training : Procurement on GeM Portal on 28th October, 2021.

In continuation of this office **circular No. -70 dated 05/10/2021**, it is intimated that the competent authority has decided to reschedule the ibid training course which will now be conducted on **28th October, 2021** instead of **21st October, 2021**, on various aspects of GeM utilizing “**Google Meet App**” as per course module (**Annexure-A**) . The Officers-In-Charge and related task holders of all AO GEs/ LAOs under CDA Guwahati Organization are requested to join the ibid training programme on scheduled date and time.

Participants from LAO 222 ABOD, LAO Guwahati, LAO Narangi, AOGU Guwahati and AO GE Narangi are advised to attend the training session physically at the Training Hall of MO CDA Guwahati.

Also, outstation participants will join the the training programme online. A link to join the same will be intimated before commencement of the training session.

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

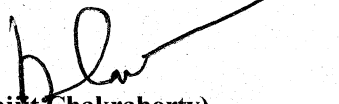
For information. You are requested to prepare hand outs /lecture notes and PPTs on the training module. The assigned course module is attached as per **Annexure-A**.

3. The Officer-in-Charge
AN-IV Sec (Local)

For necessary seating arrangement in the Training Hall of MO CDA Guwahati on **28th October, 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 Chakraborty)
Sr. Accounts Officer (O&M)

ANNEXURE-A

**MODULE: Training Programme : Procurement on GeM Portal on 28th
October, 2021**

Venue: **Conference Hall, MO CDA Guwahati**

| DATE | SESSION | SUBJECT | FACULTY |
|---|------------------|---|--|
| 28th OCTOBER THURSDAY | 10:00- 11:15 Hrs | 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 |
| | 11:15- 12:00 Hrs | GeM: From the points views of IFA and Audit. | Shri Abhijit Chakraborty Sr. AO |
| | 12:00- 12:45 Hrs | Practical Demonstration of Procurement Cycle on GeM Portal. | Shri Debapriya Das, AO and Shri Saurav Manna, Auditor |
| | 12:45- 13:15 Hrs | Open Session (For queries & interactions) | |



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