
	<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

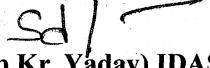
Dated: 05/10/2021

MOST IMPORTANT CIRCULAR NO.-70
(Through CDA Guwahati website)

Subject:- Online In House Training : Procurement on GeM Portal on 21st October, 2021.

It is intimated that the competent authority has decided to conduct One day Training programme on various aspects of GeM utilizing “Google Meet App” as per course module (**Annexure-A**) on **21st October, 2021** . 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.

A link to join the training programme will be intimated before commencement of the training session.


(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 Conference Hall of MO CDA Guwahati on **21st 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: **Online Training Programme : Procurement on GeM Portal on 21st October, 2021**

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

DATE	SESSION	SUBJECT	FACULTY
21ST 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 Debopriya Das, AO and Shri Saurav Manna, Auditor
	12:45- 13:15 Hrs	Open Session (For queries & interactions)	


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