

Email

Saroj Sharma Sharma

Training Programme on "Government e-Marketplace (GeM-02)" to be conducted from 16th to 17th Jan, 2023.

From : ISTM <noreply-istm@nic.in>

Thu, Oct 27, 2022 05:19 PM

Subject : Training Programme on "Government e-Marketplace (GeM-02)" to be conducted from 16th to 17th Jan, 2023.**To :** Estt goacutoms <Estt.goacutoms@gov.in>**Reply To :** ISTM <r.singh25@gov.in>**Date: 06.10.2022**

To

Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India / UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Programme on "**Government e-Marketplace (GeM-02)**" to be conducted from **16th to 17th Jan, 2023.**

Sir/Madam,

A training Programme on "**Government e-Marketplace (GeM-02)**" will be conducted by this Institute from **16th to 17th Jan, 2023.** The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given below.

2. Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is **mandatory to fill form online**. Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax.

3. It is requested that only **such officials should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/ Laptop facility**. While making nominations, the level and type of participants as indicated below may kindly be borne in mind. An officer who has already attended similar Programme conducted by ISTM should not be nominated for this Programme. Nominations of eligible officials complete in all respect should reach ISTM latest by 06.01.2023.

4. It is requested, that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination will be communicated through email and will**

be uploaded on ISTM website www.istm.gov.in before starting the course and no separate communication by post will be issued.

Yours faithfully,

- Sd-

(Rajesh Singh)

Deputy Director & Course Director

Email ID: r.singh25@gov.in

Tel: 01126737516

ANNEXTURE

Course Brochure

Title: Government e-Marketplace

Duration: 2 Days (16th to 17th Jan,2023)

Objectives: At the end of the training course, the participants will be able to make procurement through GeM.

Course Content:

- i. GFR Provisions of Purchase Procedure
- ii. Introduction to GeM
- iii. Registration of Primary & Secondary users in GeM
- iv. Procurement of Products & Services
- v. Order Processing & Payments

Methodology

- i. Lecture/PPTs/Handouts
- ii. Discussions
- iii. Demonstrations

iv. Doubt clearing sessions

Nominations for the Course:

The course is designed for "Group A/up to Group B officers" working in Central/State Government, Autonomous Bodies, Public Enterprises etc.

Acceptance of Nomination:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

Course Fee and Other Expenses:

I. No course fee is payable by officers of Ministries/

Departments/Attached Offices and subordinate offices.

II. A Course fee of Rs.2000/- per participant will be charged in advance in respect of such employees of Public Sector Enterprises/Autonomous Bodies etc. who may be granted admission in the course. The Course fee is required to be paid through a Crossed Cheque/Bank Draft in favour of "PAO, DP & AR, New Delhi."

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
प्रशिक्षण निदेशालय



Government of India
Ministry of Jal Shakti
Department of WR, RD&GR
Central Water Commission
Training Directorate

OFFICE ORDER

Sub: Nomination of CWC Officers in online Training Programmes /workshops/ conferences being organized by other agencies-reg.

In continuation of this office order No: **A-33022/70/2020-TRNG DTE/I/25567/2020 dated: 03.08.2020 (copy enclosed)**, it is reiterate **that** in addition for the events where there is no course fee involved, being organized offline or online by Institute of Secretariat Training & Management (ISTM), Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training (DoPT), the Officers of CWC with the approval of Chief Engineer Concerned may apply online at ISTM website for the events available on their training calendar with in the timeline for making application. The applications of officers so downloaded after registration may be consolidated at regional level and sent to the Training Directorate, CWC, New Delhi for record/taking further necessary action, if required.

2. Guidelines/ orders issued by the Ministry of Home Affairs, MoH&FW, DoPT and State Governments/UT Administrations/District authorities from time to time for preventive measures to contain the spread of COVID-19, to be followed scrupulously on all above events.

Signed by Venkateswarlu
E.

Date: 12-01-2022 18:11:55

Reason: Approved
(Venkateswarlu E.)

Dy. Director (Training)

Copy for kind information to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS/PS to Member-WP&P/RM/D&R, CWC, New Delhi.
3. All the Chief Engineers of field Organisations/Head quarters of CWC.
4. Director, TC/D&R/WP&P/RM Coordination Dte./Finance/Adm/Est-I,II, CWC, New Delhi.
5. Secretary, CWC, New Delhi.



I/25567/2020

**Government of India
Central Water Commission
Training Directorate**

**NO. A-33022/70/2020-TRNG DTE/
03.08.2020**

Date:

Office Order

Due to COVID-19 pandemic situation, most of the Trainings/ Conferences/ Workshops/ Seminars, etc are being organized by different organizations through Online/ Distance Learning mode. It has been decided with the approval of Chairman, CWC that any CWC officer/staff interested to join such online events for which there are no participation/registration charges, may do so with the consent of his / her controlling officer, and the specific cases need not be sent to Training Directorate for approval of Chairman, CWC. The respective controlling officers may give necessary permission by ensuring that the required office work does not get hampered.

Signature Not Verified

Digitally signed by
VENKATESWARLU E.
Date: 2020.08.03 18:51:05
IST

(E.Venkateswarlu)
Dy. Director (Training)

Copy to:

1. Sr. PPS to Chairman, CWC, New Delhi.
2. Sr. PPS/PPS to Member RM/WP&P/D&R, CWC, New Delhi.
3. All the Chief Engineers, CWC.
4. Director (Co-ordination), RM/WP&P/D&R, CWC, New Delhi.
5. Secretary, CWC, New Delhi.
6. All the Directors/SEs, CWC.
7. All the staff of CWC
8. Steno(Trng Dte.) to upload this order on CWC website.