



भारत सरकार
Government of India

मुख्य अभियंता का कार्यालय
माही व तापी बेसिन संगठन
केन्द्रीय जल आयोग
गांधीनगर

Office of the Chief Engineer
Mahi & Tapi Basin Organization
Central Water Commission
Gandhinagar

पत्रांक : नताबेसं/तक-06/2018/ 877-81

दिनांक: 18/11/2019

OFFICE ORDER

विषय: Training Programme on 'e-Office, GeM, Bhavishya & E-Procurement' – Faculty members- reg.

Mahi Tapi Basin Organisation, CWC, Gandhinagar is organizing Training programme on 'e-Office, GeM, Bhavishya & E-Procurement' during 19th to 22nd November 2019 at Regional Data Processing & Storage center, 2nd Floor, Narmada Tapi Bhawan, Sector-10A, CWC, Gandhinagar. The Programme will be attended by the officers/staff from all the offices under MTBO, CWC, Gandhinagar of the level of AD/AD-II, SDE/JE/Assistant/UDC/LDC. The batch has a participation of 25 officers/staff.

In view of the above the following officers as per Annexure attached herewith are here by nominated as faculty to handle the session of the said programme.

Encl: As above

(Signature)
18/11/19

(योकी विजय Yoki Vijay)

अधीक्षण अभियंता (समन्वय) Superintending Engineer (C)
दूरभाष एवं Tele: 079-23245427/26 फैक्स Fax: 079-23246115

Copy for information & necessary action to:

1. Shri Yoki Vijay, Superintending Engineer (C), MTBO, CWC, Gandhinagar.
- ✓ 2. Shri Saket Kumar, Deputy Director, SMD, CWC, New Delhi & request to submit his tour programme w.r.t. CWC (HQ), New Delhi letter no. A-33022/47/2019TRNG DTE/I/10853/2019/6342-46 dated 15/11/2019
3. Shri Shreyas Gune, Executive Engineer, Mahi Division, CWC, Gandhinagar.

Copy for information:

1. Director, SM Dte, CWC, 6th Floor (S), Sewa Bhawan, R.K. Puram, New Delhi-110066.
2. Director, Training Directorate, CWC, Room No. 004, Ground Floor, Library Building, R.K. Puram, New Delhi- 110066.

TRAINING PROGRAMME ON ' e- Office, GeM, Bhavishya & E Procurement.

VENUE : RDPC HALL, MTBO, CWC,
GANDHINAGAR

DURATION : 4 DAYS

DATE : 19 - 22 NOVEMBER, 2019

Date & Day	Timings	Topic	Faculty
DAY-I 19 Nov, 2019 Tuesday	0930 - 1100	Registration & Inauguration	-
	1130 - 1300	Overview on e-Office system	Shri Saket Kumar, Deputy Director, SMD, CWC, New Delhi.
	1430 - 1600	Basic information on e-Office & its operation & data entry	
	1630 - 1800		
DAY-II 20 Nov, 2019 Wednesday	0930 - 1100	Basic information on GeM	Shri Yoki Vijay, Superintending Engineer (C), MTBO, Gandhinagar.
	1130 - 1300	Procedure of placing order through GeM	Shri Saket Kumar, Deputy Director, SMD, CWC, New Delhi.
	1430 - 1600		
	1630 - 1800		
DAY-III 21 Nov, 2019 Thursday	0930 - 1100	Overview on Bhavishya Portal	Shri Shreyas Gune, Executive Engineer, Mahi Division, CWC, Gandhinagar.
	1130 - 1300		
	1430 - 1600	Basic information on Bhavishya Portal & Data entry in Bhavishya Portal including function of DDO.	Shri Shreyas Gune, Executive Engineer, Mahi Division, CWC, Gandhinagar.
	1630 - 1800		
DAY-IV 22 Nov 2019 Friday	0930 - 1100	Basic information on E-Procurement	Shri Shreyas Gune, Executive Engineer, Mahi Division, CWC, Gandhinagar.
	1130 - 1300	Uploading of tender in Central Public Procurement Portal- Uploading, opening of tender, preparation of comparative statement etc.	
	1430 - 1600	Open house discussion	
	1630 - 1730	Valedictory function	

Note:

1. Tea break at 1100 to 1130 and 1600 to 1630 every day.
2. Lunch break 1300 to 1430 every day.



(Yoki Vijay)
Superintending Engineer (C)
& Course Co-ordinator