

DETAILS REQUIRED FOR CREATING USER IN GEM.

Dt.

(To be sent through e-office to Dy.CMM/GPS/IC (Charles Thomas))

1. First name #
2. Last Name
3. User ID (Existing/New)
4. Email (official railnet id only)
5. Mobile (official)
6. Designation
7. Division
8. Office address
9. Role
 - a. Consignee
 - b. Buyer (Goods/Services)*
 - c. Paying Authority
10. *If the Role is Buyer. (Copy of PHOD approval enclosed)
PHOD has authorized and permitted me to buy Goods (Non-stock items) available on GeM by placing direct on-line orders up to Rs.25,000/- in each case subject to annual ceiling of Rs.10 Lakhs per Department per annum.
(Model SOP-Part D- Stores Matters SI No.2.13 (A) – Purchase made directly by Department other than Stores Department [Page D12].

transferred in place of _____ from _____ (date)

Countersigned by
Competent Authority

Signature of the Applicant
Name
Designation