

The Kolkata Municipal Corporation  
Municipal Commissioner's Office  
Central Municipal Office Buildings  
5, S.N. Banerjee Road  
Kolkata – 700 013

Dated: August 06, 2018

**Municipal Commissioner's Circular No. 52 of 2018-19**

**Sub: Guidelines for creation of Organisational Hierarchy and Selections of  
Primary/Secondary Users in GeM.**

**Ref: Procurement of Goods and Services through Government e-Marketplace  
(GeM).**

In continuation of Municipal Commissioner's Circular No. 46 of 2018-19 dated 16<sup>th</sup> July, 2018 all concerned Controlling Officers are hereby requested to follow the guidelines as communicated through Finance Department Memo No. 4949 – F(Y) dated 03/08/2018 in connection with procurement of Goods and Services through Government e-Marketplace (GeM).

This order will take immediate effect.

  
Municipal Commissioner

Encl: Finance Department Memo No. 4949 – F(Y), dated 3<sup>rd</sup> August, 2018.

**Copy to:**

1. OSD to Hon'ble Mayor
2. P.A. to Hon'ble Dy. Mayor
3. P.A. to Hon'ble MMICs(All)
4. Spl. Mpl. Commissioner (Rev. & Supply)
5. Spl. Mpl. Commissioner (Gen.& Dev.)
6. Mpl. Secretary
7. CMF&A
8. CMA
9. All DGs
10. All Controlling Officers
11. All HoDs

