

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

Dated: October 12, 2018

Municipal Commissioner's Circular No. 78 of 2018-19

Sub: Guidelines for creation of Organizational 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. 52 of 2018-19 dated 16th July, 2018 all concerned Controlling Officers are hereby requested to follow the guidelines as communicated through Finance Department Memo No. 5430 – F(Y) dated 23/08/2018 in connection with procurement of Goods and Services through Government e-Marketplace (GeM).

This order will take immediate effect.

MUNICIPAL COMMISSIONER



Municipal Commissioner
The Kolkata Municipal Corporation

Encl:

- 1) Govt. of W. B. Memo No. 5430-F(Y), dated 23rd August, 2018
- 2) Govt. of W.B. Memo No. 4949-F(Y), dated 3rd August, 2018
- 3) Govt. of W.B. Memo No. 3876-F(Y), dated 14th June, 2018
- 4) Govt. of W.B. Memo No. 1956-F(Y), dated 4th April, 2014

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) Spl. CMF&A – I, Spl. CMF&A – II, Addl.CMF&A (A/cs.), Addl.CMF&A(W/B), Addl.CMF&A (Audit)
- 12) All HoDs

