

**GOVERNMENT OF WEST BENGAL**  
**WATER RESOURCES INVESTIGATION & DEVELOPMENT DEPARTMENT**  
KHADYA BHAWAN, BLOCK-"A", 5<sup>TH</sup> FLOOR, 11A MIRZA GALIB STREET, KOLKATA-700 087

**No- 3488/WI/BP/9M-25/18**

**dated, 13/12/2018**

**ORDER**

1. Finance Department, Government of West Bengal in-principle has accorded approval for procurement of Goods and Services onboard Government e-Marketplace (GeM) vide their No.-3876-F(Y) dated 14/06/2018. Further guidelines for creation of Organizational Hierarchy for selections of Primary/Secondary users in GeM vide their No. 4949-F(Y) dated 03/08/2018.
2. Now, the Finance Department vide their Memo No. 5430-F(Y) dated 23/08/2018 has made procurement of vehicles, Computer & Peripherals, printers, scanners, photocopier machine etc. compulsory through GeM with immediate effect
3. It is desirable to have one primary user in each district that will create roles for secondary users. The Executive Engineers under the control of concerned Superintending Engineer will act as DDO and/or buyer, as required and the corresponding Assistant Engineer(s) will be the consignee.
4. It has been decided in this Department to assign roles of Primary User to the Superintending Engineers of State Water Investigation Directorate and Water Resources Development Directorate. Nodal Officer, Joint Secretary (MI) will be the Verifying Authority for all primary users and the functional NIC Email ID of the verifying Authority is **jsmi.wridd-wb@gov.in**.
5. Furthermore, for the procurement of materials through GeM for the office establishment of the Department, Superintending Engineer (A-M), Kolkata (A-M) Resource Circle will be assigned the role of primary user, EE(AM) Resource, Kolkata (AM) Resources Division as DDO and the Registrar, WRI&DD as the consignee.
6. It is a pre-requisite to obtain the following for registration onboard GeM:-
  1. Aadhar Card No. of the designated User.
  2. Aadhar linked Mobile No. of the designated user.
  3. NIC e-mail ID of the designated user.

7. It is further requested that all Superintending Engineers send the names, designations, date of retirements, mobile nos. NIC e-mail IDs of proposed primary & secondary users for setting-up a database to enable any consequent action that is required, including possible re-activation. Similarly, for creation of new NIC e-mail ID, particularly for Assistant Engineers' the above details may be sent to e-mail address [jsmiwriddd.wb@gmail.com](mailto:jsmiwriddd.wb@gmail.com).
8. Regarding creation of new NIC e-mail ID or revalidation of deactivated NIC mail ID, Mr. Prodipta Roy, Software Support Personnel may be contacted (e-mail id: [itsmeprodipta@gmail.com](mailto:itsmeprodipta@gmail.com) ).
9. Furthermore, to know the procedure of registration and application of Government e-Marketplace (GeM) to procure good and services, the users should visit the website <https://gem.gov.in/> for the video guides, FAQs etc. available in the said website (*ref. tab-Need Help? dropdown list*). Formal training courses shall be organized once the registration process is complete.

**Sd/- HIRDYESH MOHAN**  
**Principal Secretary to the Government of West Bengal**

**No- 3488/1(8)/WI/BP/9M-25/18**

**dated, 13/12/2018**

Copy forwarded for information to:

1. P.S. to Hon'ble Minister-In-Charge, WRI&DD.
2. Sr P.S. to Principal Secretary, WRI&DD.
3. Sr P.S. to Engineer-In-Chief & Ex-Officio Secretary, WRI&DD.
4. P.S. to Joint Secretary (Estab.)/Joint Secretary (Law)/Joint Secretary (MI), WRI&DD.
5. The Chief Engineer-I/II/Director of Personnel & Ex-Officio Chief Engineer/Addl. Chief Engineer (AI)/(R&D), WRDD/Administrator (CE), Teesta CADA/the Director, SWID/Additional Project Director, WBADMIP.
6. All SE(A-I)/(A-M), WRDD/SWID,/Administrator,KCADA/MCADA/DVCADA
7. The Registrar, WRI&DD
8. Establishment section of this Department/Guard file.

  
**Joint Secretary (MI) to the Government of West Bengal**