असम विश्वविद्यालय
(एक केन्द्रीय विश्वविद्यालय)
सिलचर 788011
असम, भारत

ASSAM UNIVERSITY
(A Central University)
Silchar 788011
Assam, India

OFFICE ORDER

In order to ensure smooth and time bound purchase, all the Academic Departments/Centres/Boards/Library/Administrative Units shall be provided with separate login credentials for purchasing through GeM for their own sections. Each Department/Centre/Board/Library/Administrative Units should appoint at least one faculty/non-faculty (substantiative post) to be designated as "Buyer" and "Consignee" as per GeM terminology.

The Administrative Units for which separate login ID has been already created for purchasing through GeM shall continue as per authorisation already issued in this regard. For any sponsored Project, the concerned Principal Investigator (PI) will be provided with GeM login credentials.

All concerned are requested to submit the filled-up "FORM G-3"(attached herewith) to the central Purchase Officer for creation of login credentials of GeM within 20th April 2023 without failure.

This may be treated as most urgent.

Dr. P.K. Nath
Registrar

No: AUR/GeM/CPPP/2018/02/10423   Dated: 10th April 2023

Copy for information and necessary action to:

1. The Pro Vice-Chancellor, Diphu Campus.
2. The Finance Officer.
3. The Controller of Examinations.
4. The Director, College Development Council.
5. The Director, Computer Centre/Sports Board/IQAC/Health Centre.
6. The Librarian.
7. The Dean of all the Schools.
8. All the HODs.
9. All the Joint Registrars.
10. All the Deputy Registrars.
11. All the Assistant Registrars.
12. The Purchase Officer, GeM Cell.
13. PS to VC for kind information of Hon'ble Vice-Chancellor.
14. The File.

Dr. P.K. Nath
Registrar

ASSAM UNIVERSITY:: SILCHAR

FORM FOR REGISTRATION IN GeM

Role : BUYER ✓   CONSIGNEE ✓

Dept. / Centre / Board : _____

Name (**CAPITAL LETTER**) : _____

Designation : _____

Aadhar Number : ☐☐☐☐☐☐☐☐☐☐☐☐

Aadhar **Linked** Mobile Number : ☐☐☐☐☐☐☐☐☐☐

Mail id : _____

Name : _____

Designation : Dean / HoD / Director

Signature with Seal