

FIN-ADMN/8/2025-Admin/
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT (ADMINISTRATION DIVISION)

Comp. No.:296832

4th Level, A-Wing, Delhi Secretariat,
I.P. Estate, New Delhi- 110002.

Subject: Conduct of "GeM Awareness Week" imparting Training Programme by GeM - regarding.

Sir / Madam,

I am directed to inform that the Finance Department, Government of NCT of Delhi in collaboration with GeM is organizing **"GeM Awareness Week"** and a comprehensive training programme on Government e-Marketplace (GeM) at Auditorium, Ground Floor, Delhi Secretariat, on **13.11.2025, 14.11.2025, 17.11.2025, 18.11.2025 and 19.11.2025 at 10:00 AM to 01:00 PM**

The training programme will cover all key aspects of procurement through GeM, including registration, product/service listing, bid participation, order placement, payment process, and resolution of operational issues etc. Officers from GeM will be giving the training and addressing the doubts and queries related to GeM during the training program.

All Departments are requested to nominate Buyer and DDO for attending the training program as per the enclosed schedule. The nominated officers should preferably be those officers who will be directly handling procurement and payment activities through GeM.

All concerned Departments may ensure that their nominated officers should attend the training punctually and make full use of this opportunity to get clarity on GeM-related issues.

The detailed training schedule is enclosed herewith for information and necessary action. The training is following by Lunch.

The contact details are:-

i) GeM Cell : Sh. Piyush Kumar, (Mob.9899008084) State Nodal Officer, Email ID-piyush.kumar@gem.gov.in.

ii) Finance Department : Sh. Parvesh Kumar, Section Officer, Admn. Division (Mob.7303374135) Email ID-soadmin-fin@delhi.gov.in.

Digitally signed by
Manoj Kumar V.M.
(Manoj Kumar V.M.)
Date: 10-11-2025
Joint Secretary (Finance)
11:53:56

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments.
Govt. of NCT of Delhi.

Copy for Information:-

1. PPS to Addl. Chief Secretary (Finance), Finance Deptt., GNCT of Delhi.

2. PS to Secretary (Finance), Finance Deptt., GNCT of Delhi.
3. PS to Special Secretary (Finance), Finance Deptt., GNCT of Delhi.
4. The Additional CEO & Chief Marketplace Officer, Ministry of Commerce & Industry, GeM, 2nd Floor, Jeevan Tara Building, Patel Chowk, New Delhi - 110001.
5. EMD Manager/ Sy. Analyst, Finance Deptt. GNCT of Delhi with the request to upload on the web-site of the Finance Department.
6. Guard File.

TRAINING ON 13.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	LEGISLATIVE ASSEMBLY
2	LG. SECRETARIATE
3	HIGH COURT
4	CENTRAL DISTRICT COURT
5	NORTH DISTRICT COURT
6	WEST DISTRICT COURT
7	NEW DELHI DISTRICT COURT
8	SOUTH DISTRICT COURT
9	SOUTH EAST DISTRICT COURT
10	EAST DISTRICT COURT
11	NORTH EAST DISTRICT COURT
12	SHAHADRA DISTRICT COURT
13	NORTH WEST DISTRICT COURT
14	SOUTH WEST DISTRICT COURT
15	DTE. OF PROSECUTION
16	LAW DEPARTMENT
17	PRINCIPAL ACCOUNTS OFFICE
18	DIRECTORATE OF AUDIT
19	EXCISE AND ENTERTAINMENT TAX DEPARTMENT
20	DEPARTMENT OF TRADE AND TAXES
21	REGISTRAR OF CHIT FUND
22	DIRECTORATE OF SMALL SAVING
23	CENTRAL JAIL & DIST. JAILS

TRAINING ON 14.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	DTE OF EDUCATION
2	DIRECTORATE OF TECHNICAL TRAINING & EDUCATION
3	DIRECTORATE OF NCC
4	COLLEGE OF ARTS
5	DTE. OF HIGHER EDUCATION
6	G B PANT HOSPITAL
7	ARUNA ASIF ALI GOVT. HOSPITAL
8	DEEN DAYAL UPADHYAY HOSPITAL
9	GURU TEG BAHADUR HOSPITAL
10	GURU NANAK EYE CENTRE
11	MAULANA AZAD MEDICAL COLLEGE
12	DEPARTMENT OF FOOD SAFETY
13	DRUG CONTROLL DEPARTMENT
14	DIRECTORATE OF FAMILY WELFARE
15	DIRECTORATE OF AYUSH

TRAINING ON 17.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	SANJAY GANDHI MEMORIAL HOSPITAL
2	DR. BABA SAHEB AMBEDKAR HOSPITAL
3	DR. BSA MEDICAL COLLEGE & HOSPITAL
4	SHRI DADADEV MATRI SHISHU CHIKITSALAYA
5	DR. HEDGEVAR ARPGYA SANSTHAN
6	SARDAR BHALLABH BHAI PATEL HOSPITAL
7	ATTAR SEN HOSPITAL
8	BHAGWAN MAHAVIR HOSPITAL
9	MALVIYA NAGAR COLONY HOSPITAL
10	ACHARYA BHIKSHU HOSPITAL
11	JAG PRAVESH CHANDRA HOSPITAL
12	DR. N.C. JOSHI MEMORIAL HOSPITAL
13	LAL BAHADUR SHASTRI HOSPITAL
14	RAO TULA RAM HOSPITAL
15	GURU GOBIND SINGH HOSPITAL
16	BABU JAGJIVAN RAM HOSPITAL
17	MAHARISHI BALMIKI HOSPITAL
18	SATYAWADI RAJA HARISH CHANDRA HOSPITAL
19	A&U TIBBIA COLLEGE AND HOSPITAL
20	DR. B.R. SUR HOMOEOPATHIC COLLEGE
21	NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
22	HEALTH & FAMILY WELFARE DEPARTMENT
23	DEEP CHAND BANDHU HOSPITAL
24	AMBEDKAR NAGAR HOSPITAL
25	BURARI HOSPITAL
26	INDIRA GANDHI HOSPITAL
27	UNIVERSITY COLLEGE OF MEDICAL SCIENCE
28	SOCIAL WELFARE DEPARTMENT
29	DIRECTORATE OF HEALTH SERVICES
30	DIRECTORATE OF WOMEN & CHILD DEVELOPMENT
31	DIRECTORATE OF SC/ST

TRAINING ON 18.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	OFFICE OF THE COMMISSIONER (DISABILITIES)
2	EMPLOYEMENT DEPARTMENT
3	LABOUR DEPARTMENT
4	DIVISIONAL COMMISSIONER'S OFFICE
5	DEPUTY COMMISSIONER'S OFFICE (CENTRAL)
6	DEPUTY COMMISSIONER'S OFFICE (NEW DELHI)
7	DEPUTY COMMISSIONER'S OFFICE (SOUTH)
8	DEPUTY COMMISSIONER'S OFFICE (SW)
9	DEPUTY COMMISSIONER'S OFFICE (EAST)
10	DEPUTY COMMISSIONER'S OFFICE (WEST)
11	DEPUTY COMMISSIONER'S OFFICE (NE)
12	DEPUTY COMMISSIONER'S OFFICE (NW)
13	DEPUTY COMMISSIONER'S OFFICE (NORTH)
14	DEPUTY COMMISSIONER'S OFFICE (SHADARA)
15	DEPUTY COMMISSIONER'S OFFICE (SOUTH EAST)
16	DIRECTORATE OF CIVIL DEFENCE & HOME GUARD
17	URBAN DEVELOPMENT DEPARTMENT
18	INDIRA GANDHI HOSPITAL
19	GENERAL ADMINISTRATION DEPARTMENT
20	ELECTION OFFICE
21	PUBLIC WORKS DEPARTMENT
22	STATE ELECTION COMMISSION
23	DIRECTORATE OF PLANNING AND EVALUATION
24	ECONOMINCS & STATISTICS
25	INFORMATION TECHNOLOGY DEPARTMENT
26	FOOD & CIVIL SUPPLIES & CONSUMERS AFFAIRS

TRAINING ON 19.11.2025 AT 10:00AM TO 01:00PM

SL. NO.	NAME OF DEPARTMENT
1	WEIGHT & MEASURES DEPARTMENT
2	AGRICULTURE MARKETING DEPARTMENT
3	DEVELOPMENT DEPARTMENT
4	COOPERATIVE DEPARTMENT
5	IRRIGATION & FLOOD CONTROL DEPARTMENT
6	ENVIORNMENT DEPARTMENT
7	FOREST DEPARTMENT
8	LAND & BUILDING DEPARTMENT
9	HOUSING LOAN DEPARTMENT
10	POWER DEPARTMENT
11	TRANSPORT DEPARTMENT
12	INDUSTRIES DEPARTMENT
13	TOURISM DEPARTMENT
14	SERVICES DEPARTMENT
15	DIRECTORATE OF TRAINING
16	ADMINISTRATIVE REFORMS DEPARTMENT
17	LOKAYUKTA
18	PUBLIC GRIEVENCE COMMISSION
19	POLICE COMPLAINT AUTHORITY
20	DIRECTORATE OF VIGILANCE
21	INFORMATION & PUBLICITY
22	DSSSB
23	LANGUAGE DEPARTMENT
24	DEPARTMENT OF ARCHAEOLOGY
25	DELHI ARCHIVES
26	DELHI FIRE SERVICE
27	FORENSIC SCIENCE LABORATORY