

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
Delhi Secretariat, New Delhi**

No. _____/FD/IT/2026/1561na/147-288

Date: 29/01/2026

CIRCULAR

Subject: Submission of Monthly Report of GeM and Non-GeM Procurement through Google Form – reg.

A Google Form has been developed by the IT Cell, Finance Department to facilitate online submission of monthly procurement reports relating to GeM and Non-GeM purchases by all Departments of the Government of NCT of Delhi.

All Departments / Heads of Departments under the Government of NCT of Delhi are hereby requested to submit their monthly GeM and Non-GeM procurement details exclusively through the Google Form available at the link given below:

<https://forms.gle/op2ruLcistPDvsCR6>

The above-mentioned Google Form has been designed to ensure uniformity, accuracy and timely compilation of monthly procurement data across all Departments of GNCTD.

The monthly GeM and Non-GeM procurement report must be submitted on or before the 10th day of every month through the above-mentioned Google Form link.

The monthly report shall be submitted strictly through the Nodal Officer of the concerned Department.

Departments which have not yet appointed a GeM Nodal Officer are hereby directed to immediately nominate / depute a GeM Nodal Officer to ensure timely submission of the monthly report. A list of Departments which have not yet appointed a GeM Nodal Officer is attached herewith. All such Departments shall take immediate action in the matter.

Further, all Departments are requested to send the details of the GeM Nodal Officer appointed (Name, Designation, Contact Number and Email ID) at the official email id soadmin-fin@delhi.gov.in of the Finance Department for record and monitoring purposes.

In case any Department faces any difficulty while filling or submitting the information through the said Google Form, they may contact:

Mr. Shyam (Technical Officer)
IT Cell, Finance Department
Mobile No.: 9011765196

All Departments are requested to ensure strict compliance with the above instructions and timelines.

This issues with the prior approval of the Competent Authority.


(ROHTASH KUMAR SHARMA)
JOINT SECRETARY (FINANCE)

To,

All Secretaries / All Additional Chief Secretaries / All Heads of
Departments, Government of NCT of Delhi.

Copy to:

1. Assistant Director, (IT) for upload on Finance Department website.

List of Departments which have not appointed GeM Nodal Officer till date:

S. No.	Department
1.	LEGISLATIVE ASSEMBLY
2.	HIGH COURT
3.	NORTH DISTRICT COURT
4.	WEST DISTRICT COURT
5.	NEW DELHI DISTRICT COURT
6.	SOUTH DISTRICT COURT
7.	SOUTH EAST DISTRICT COURT
8.	EAST DISTRICT COURT
9.	NORTH EAST DISTRICT COURT
10.	SHAHADRA DISTRICT COURT
11.	NORTH WEST DISTRICT COURT
12.	SOUTH WEST DISTRICT COURT
13.	PRINCIPAL ACCOUNTS OFFICE
14.	DIRECTORATE OF SMALL SAVING
15.	CENTRAL JAIL & DISTT. JAILS
16.	G B PANT HOSPITAL
17.	ARUNA ASIF ALI GOVT. HOSPITAL
18.	GURU TEG BAHADUR HOSPITAL
19.	MAULANA AZAD MEDICAL COLLEGE
20.	DRUG CONTROLL DEPARTMENT
21.	DR. BSA MEDICAL COLLEGE & HOSPITAL
22.	ATTAR SEN HOSPITAL
23.	MALVIYA NAGAR COLONY HOSPITAL
24.	DR. N.C. JOSHI MEMORIAL HOSPITAL
25.	GURU GOBIND SINGH HOSPITAL
26.	HEALTH & FAMILY WELFARE DEPARTMENT
27.	UNIVERSITY COLLEGE OF MEDICAL SCIENCE
28.	DIRECTORATE OF HEALTH SERVICES
29.	DIRECTORATE OF WOMEN & CHILD DEVELOPMENT
30.	DIRECTORATE OF SC/ST
31.	OFFICE OF THE COMMISSIONER (DISABILITIES)
32.	DIVISIONAL COMMISSIONER'S OFFICE
33.	DEPUTY COMMISSIONER'S OFFICE (CENTRAL)
34.	DEPUTY COMMISSIONER'S OFFICE (NEW DELHI)
35.	DEPUTY COMMISSIONER'S OFFICE (SOUTH)
36.	DEPUTY COMMISSIONER'S OFFICE (EAST)
37.	DEPUTY COMMISSIONER'S OFFICE (WEST)
38.	DEPUTY COMMISSIONER'S OFFICE (NW)
39.	DEPUTY COMMISSIONER'S OFFICE (NORTH)
40.	DEPUTY COMMISSIONER'S OFFICE (SHADARA)
41.	DEPUTY COMMISSIONER'S OFFICE (SOUTH EAST)
42.	DIRECTORATE OF CIVIL DEFENCE & HOME GUARD
43.	URBAN DEVELOPMENT DEPARTMENT

44.	PUBLIC WORKS DEPARTMENT
45.	DIRECTORATE OF PLANNING AND EVALUATION
46.	INFORMATION TECHNOLOGY DEPARTMENT
47.	FOOD & CIVIL SUPPLIES & CONSUMERS AFFAIRS
48.	WEIGHT & MEASURES DEPARTMENT
49.	DEVELOPMENT DEPARTMENT
50.	HOUSING LOAN DEPARTMENT
51.	TRANSPORT DEPARTMENT
52.	ADMINISTRATIVE REFORMS DEPARTMENT
53.	LOKAYUKTA
54.	INFORMATION & PUBLICITY