

**Visva- Bharati  
Santiniketan**

**NOTIFICATION**

Procurement of Goods and Services through GeM and opening of GeM ID

In terms of Planning Board Resolution no.4 (ii), this is for information of all concerned that in terms of Rule 149 of General Financial Rules (GFR)-2017, procurement of Goods and Services has to be mandatorily made through GeM (for Goods and Services available on GeM).

Therefore, in compliance with the above mentioned Rules, all Directors, Principals of Bhavanas / Vibhagas, Heads of both Academic and non-Academic Departments / Sections Centres /Offices of the University are requested to open their GeM IDs on submission of following information to the Central Purchase & Stores Section within 20<sup>th</sup> January, 2019 by email only (m\_sutradhar@visva-bharati.ac.in).

1. First Name
2. Last Name
3. Designation
4. Aadhar-linked Mobile
5. Department/ Office/ Section

It may Kindly be noted that those who have already created their GeM ID (**ANNEXURE-II**), can procure the goods directly through GeM portal and those who have already created their GeM ID but have not activated (**ANNEXURE-I**), may contact Central Purchase Section, Visva-Bharati in case of any query or help.

No: P&S/477  
Date: 18.01.2019

  
Registrar (Acting)  
Visva-Bharati  
कर्मसचिव/Registrar  
विश्वभारती/Visva-Bharati



VISVA-BHARATI  
SANTINIKETAN  
DEVELOPMENT SECTION

URGENT

Memo no. Dev-14 / 29 / 2018-2019

Dated: 18/01/2019

1. Adhyaksha, Sangit- Bhavana, Visva-Bharati.
2. Adhyaksha, Kala-Bhavana, Visva-Bharati.
3. In-charge, Central Purchase Section, Visva-Bharati

The undersigned is directed to forward the excerpts [Resolution no.4 (ii)] of minutes of the meeting of Planning Board of the University dated 14/01/2019 as under, with a request to take appropriate action in this regard.

**Resolution no. 4 (ii):**

**"The Planning Board ratified the action taken by the University with regard to break-up of item-wise allocations (under the items 'Books & Journals', 'Equipments/Laboratories' & 'Other Infrastructure including furniture & fixture') and general instructions thereof, issued vide memo no. Dev./Annual Allocation/26/2018-2019, dated 11/01/2019 within the limit of approved allocation of UGC under Capital Assets for the year 2018-2019 as shown at Annexure-V to the agenda.**

**In this context, it is resolved that allocation made in favour of Central Transport Cell under 'Equipments/ Laboratories' be withdrawn entirely and reallocated accordingly since it is reported that one School Bus is likely to be donated by an organization. As resolved, Vice-Chancellor be authorized to reallocate the same as and when necessary.**

**As far as procedure towards procurement of articles/items are concerned, it is reiterated that purchase/procurement through GEM/CPP Portal should be followed as per the provisions under GFR, 2017. Central Purchase Section will initiate necessary action to create user ID & other formalities in favour of Adhyakshas/Heads of the Bhavana/Department/Offices concerned in order to expedite the process of procurement through GeM.**

**Special items/articles (i.e. musical instruments and/or identical items) may be procured directly from vendors citing proper justifications subject to prior and specific approval of the competent authority, (if not available at GeM or through CPP Portal) following proper rules & procedures."**

Further, action taken in this respect (wherever applicable) may please be intimated to the Development Section precisely to incorporate the same in the ATR for placing before the next meeting of Planning Board of the University.

  
18/1/19  
Joint Registrar (Development)  
&  
Convener, Planning Board  
Visva-Bharati



# ANNEXURE - I

Sl. No.	First name	Last name	Designation	Role(HOD/Buyer/Consignee or both/PAO/DDO)
1	Dr. Amitava	Bandyopadhyay	Assistant Professor	Buyer-Consignee
2	Dr. Nimai Chand	Saha	Deputy Librarian	Buyer-Consignee
3	Dr. Partha Pratim	Roy	Deputy Librarian	Buyer-Consignee
4	Keshab Chandra	Sinha	Assistant Librarian	Buyer-Consignee
5	Sabahat	Nausheen	Assistant Librarian	Buyer-Consignee
6	Tapas Kumar	Das	Assistant Librarian	Buyer-Consignee
7	Ajay Kumar	Sharma	Assistant Librarian	Buyer-Consignee
8	Sujit	Kujur	Assistant Librarian	Buyer-Consignee
9	Dr. Sanat	Bhattacharya	Assistant Librarian	Buyer-Consignee
10	Dr. Koushik	Ghosh	Assistant Librarian	Buyer-Consignee
11	Debabrata	Hazari	Assistant Librarian	Buyer-Consignee
12	Pradip	Hembram	Assistant Librarian	Buyer-Consignee
13	Ramprasad	Majumder	Information Scientist	Buyer-Consignee
14	Taraprasad	Chattopadhyay	Professor	Buyer-Consignee
15	Dr. Sudip Kumar	Mondal	Assistant Professor	Buyer-Consignee
16	Dr. Arabinda	Mondal	Associate Professor	Buyer-Consignee
17	Dr. Abhijit	Thander	Assistant Professor	Buyer-Consignee
18	Ashoke Kumar	Das	Section Officer	Buyer-Consignee
19	Dr. Gita A.	Keeni	HOD, Japanese	Buyer-Consignee
20	Dr. Shedup	Tenzin	Assistant Professor	Buyer-Consignee
21	Asha	Mukherjee	Principal, Vidya-Bhavana	Buyer-Consignee
22	Shyamali	Mitra	Section Officer	Buyer-Consignee
23	Mati Lal	Kalai	HOD, Sculpture	Buyer-Consignee
24	Rajarshi	Biswas	HOD, Painting	Buyer-Consignee
25	Indrani	Das	Director, IGC	Buyer-Consignee
26	Nilanjan	Chakrabarti	Co-ordinator, CMELLCS	Buyer-Consignee
27	Dr. Senthil	Prakash. S	Teacher-in-Charge	Buyer-Consignee
28	Bodhirupa	Sinha	Principal, Patha-Bhavana	Buyer-Consignee
29	Kashinath	Chatterjee	HOD, Statistics	Buyer-Consignee
30	Dr. Bula	Singh	Assistant Professor	Buyer-Consignee
31	Swapan	Mandal	HOD, Physics	Buyer-Consignee
32	Dr. Asmita	Sengupta	Professor	Buyer-Consignee
33	Ashis	Bhattacharjee	Professor	Buyer-Consignee
34	Prajnalankar	Bhikkhu	Joint Registrar	Buyer-Consignee
35	Dr. Budhadev	Mukherjee	Assistant Professor	Buyer-Consignee
36	Nilanjan	Banerjee	Special Officer	Buyer-Consignee
37	Anil	Kumar	HOD, AIHC&A	Buyer-Consignee

\*It may be noted that in order to transact on GeM, any office shall have at least 1 HOD, 1 BUYER&CONSIGNEE

\*Please forward above details IN EXCEL ONLY to "gemapplicant@gem.gov.in"

\* Recommendation shall be sent from registered HOD on GeM portal (with NIC/GOV email) or any officer of

\* No action will be taken if request is received from personal email (gmail, rediffmail, yahoo etc.)

