

NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA – 136119

NOTIFICATION

No. SPS/2026/437

Dated: 18.05.2026

Subject: Creation of Consignee IDs for preliminary procurement activities i.e. catalogue search and generation of GeMAR&PTS in cases of non-availability – reg.

In order to ensure smooth functioning, decentralization of preliminary procurement activities and expeditious processing of procurement cases through Government e-Marketplace (GeM) portal, and consequent upon the approval of the competent authority, it is hereby notified that separate Consignee IDs shall be created in favour of the Head of each Department/School/Section of the Institute, on the GeM portal.

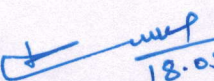
The concerned Department/School/Section/Centre shall primarily be responsible for carrying out the following preliminary procurement related activities on the GeM portal, strictly in accordance with the prevailing guidelines/instructions of the GeM portal, before forwarding the procurement proposal/file to the Stores & Purchase Section for further necessary action:

1. Searching and identifying suitable products/services on the GeM portal;
2. Generating GeM Availability Reports and Past Transaction Summary (GeMAR&PTS) in cases of non-availability of required goods/services.

The authorized representative of the concerned Department/School/Section/Centre may visit the Stores & Purchase Section for creation of the Consignee ID along with the requisite documents/details, including formal request letter, authorization for coordination, official e-mail ID and Aadhar details of the HoD/Section Head. The same shall be required for biometric verification and completion of other related formalities as prescribed on the GeM portal.

All other procurement activities shall continue to be processed through the Stores & Purchase Section as per prevailing rules, Government instructions and GeM guidelines issued from time to time.

This issues with the approval of the competent authority.


18.05.26
Assistant Registrar
(Stores & Purchase)

Copy to:

1. All Deans/Heads of Departments/Schools/Sections/Centres
2. Assistant Registrar (Accounts)
3. Internal Audit Division
4. Sr. Assistant to Registrar for the information of the Registrar
5. Sr. PA to Director for the information of the Hon'ble Director.
6. Concerned file.