

TIME BOUND

Inter Office Memo

Administration Wing, Head Office

No.Admn/GeM/2016/2017

dated 30.1.2018

From: ED(Admn), HQ	To HSMI Regional Offices All Procurement Departments at CO
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Sub: Procurement from GeM (Government e-Market) from 01.01.2018 to 31.01.2018

Reference is invited to OM received from Ministry of Housing and Urban Affairs dated on the above subject, regarding the status of procurement and payments on Government e-Market (GeM) by HSMI/ROs/All procuring Departments at Corporate Office.

This report is to be sent to Ministry by 5th of every month. Therefore, all concerned are requested to send the report positively by 01.02.2018 on the Administration Wing's **email admnhudco@gmail.com** /Fax to make convenient Admn Wing, HQ for onward submission to Ministry.

This may please be treated as **URGENT** and the report may be sent in the enclosed format, **even in the event of report is being NIL.**


Poonam Gupta
DM(IT)

AGM(A) – on leave

ED(Admn)



