

## प्रशासन विभाग मुख्यालय

## इंटर ऑफिस मेमो

प्रेषक महाप्रबंधक (प्रशासन) मुख्यालय	प्राप्तकर्ता सभी क्षेत्रीय प्रमुख एचएसएमआई/मुख्यालय के सभी प्रोक्योरमेंट डिपार्टमेंट सभी विभागाध्यक्ष
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तत्काल

दिनांक – 10.08.2023

विषय: वित्तीय वर्ष 2023-24 और 2024-25 के लिए सरकारी ई मार्केट प्लेस (जेम) के माध्यम से खरीद के लिए वार्षिक योजना तैयार करना।

Sub: Formulation of Annual Plan for procurement through जेम for FY 2023-24 and 2024-25.

संदर्भ: (1) डीपीई का दिनांक 20 मार्च, 2023 का पत्र एफ.सं.डीपीई/7(4)/2007-वित्त (भाग 3)  
(2) डीपीई का दिनांक 04 जुलाई, 2023 का कार्यालय ज्ञापन एफ.सं.एम-03/0012/2021-डीपीई (एमओयू)  
(3) हडको एमओयू सेल का दिनांक 31.07.2023 का नोट

कृपया उपरोक्त विषय पर डीपीई के दिनांक 20 मार्च, 2023 के पत्र और दिनांक 4 जुलाई, 2023 के कार्यालय ज्ञापन तथा एमओयू सेल के दिनांक 31.07.2023 के कार्यालय नोट का अवलोकन करें, जो स्वतः स्पष्ट हैं। (प्रति संलग्न)। इस संबंध में, सूचित किया जाता है कि हडको और आवास एवं शहरी कार्य मंत्रालय के बीच हस्ताक्षरित समझौता ज्ञापन के अनुसार, वित्तीय वर्ष 2023-24 और 2024-25 के दौरान प्रशासन विंग से संबंधित निम्नलिखित लक्ष्य प्राप्त किए जाने हैं:-

क्रम सं.	पैरामीटर का नाम	ईकाई	वेटेज	लक्ष्य 2023-24 2024-25
1	निर्दिष्ट समय के भीतर TREDs पोर्टल के माध्यम से माल और सेवाओं के चालान की स्वीकृति/ अस्वीकृति	%	5	100
2	अनुमोदित योजना के अनुसार % जेम से खरीद	%	5	100

उपरोक्त के अतिरिक्त, वित्तीय वर्ष 2023-24 और 2024-25 के लिए निम्नलिखित अनुपालन मापदंडों को भी प्राप्त किया जाना है।

क्रम सं.	पैरामीटर	अंक	स्रोत/सत्यापित
1	एमएसई के माध्यम से वस्तुओं या सेवाओं की खरीद, कुल वस्तुओं और सेवाओं की खरीद का %: 25%	-1	संबंध पोर्टल के आधार पर प्रशासनिक मंत्रालय
2	वस्तुओं और सेवाओं की कुल खरीद के % के रूप में अनुसूचित जाति/अनुसूचित जनजाति एमएसईएस के माध्यम से वस्तुओं या सेवाओं की खरीद: 4%	-1	
3	महिला एमएसई के माध्यम से वस्तुओं या सेवाओं की खरीद, वस्तुओं और सेवाओं की कुल खरीद का %: 3%	-1	
4	सीपीएसई में मानव संसाधनों के स्वास्थ्य और सुरक्षा सुधार के लिए उठाए गए कदम और पहल (लक्ष्य प्रशासनिक मंत्रालय द्वारा निर्धारित किया जाएगा)	-1	प्रशासनिक मंत्रालय
5	डीपीई-7(4)/2007-वित्त दिनांक 04.05.2020 में उल्लिखित टीआरआईडी से संबंधित प्रावधानों का अनुपालन	-1	प्रशासनिक मंत्रालय

यह उल्लेख करना प्रासंगिक है कि सभी केंद्रीय सार्वजनिक क्षेत्र उद्यमों (CPSE) के लिए इस मानदंड के अंतर्गत जेम के माध्यम से नियोजित संभावित खरीद के 100% लक्ष्य प्राप्त करना अनिवार्य है, और मानदंडों पर समझौता ज्ञापन का मूल्यांकन जेम के माध्यम से नियोजित संभावित खरीद की उपलब्धि के आधार पर किया जाएगा।

इस संबंध में, कॉर्पोरेट कार्यालय/एचएसएमआई के सभी क्षेत्रीय प्रमुखों और विभागाध्यक्षों से अनुरोध है कि वे वित्तीय वर्ष 2023-24 और 2024-25 के लिए जेम के माध्यम से वस्तुओं और सेवाओं की खरीद हेतु अपनी वार्षिक योजना तैयार करें, जो जेम के माध्यम से की गई उनकी पिछली वर्ष की खरीद पर आधारित हो। आवश्यक जानकारी संलग्न प्रारूप (अनुलग्नक-1) के अनुसार एक्सेल शीट में 11 अगस्त, 2023 तक ईमेल [admnhudco@hudco.org.in](mailto:admnhudco@hudco.org.in) या [vedprakash1@hudco.org.in](mailto:vedprakash1@hudco.org.in) पर उपलब्ध कराएँ।

सभी आरओ/एचओडी से उपरोक्त जानकारी प्राप्त होने पर उसे संकलित किया जाएगा और प्रशासनिक मंत्रालय की मंजूरी के लिए एमओयू सेल को भेजा जाएगा और उसके बाद उसे जेम द्वारा बनाए गए समर्पित डैशबोर्ड पर अपलोड किया जाएगा।

वेद प्रकाश  
सहायक महाप्रबंधक (प्रशासन)

संलग्न – उपरोक्तानुसार

संयुक्त महाप्रबंधक (प्रशासन)

महाप्रबंधक (प्रशासन)

प्रतिलिपि :

महाप्रबंधक (परियोजना) एमओयू

**प्रशासन विभाग मुख्यालय**

**इंटर ऑफिस मेमो**

<b>प्रेषक</b> महाप्रबंधक (प्रशासन) मुख्यालय	<b>प्राप्तकर्ता</b> सभी क्षेत्रीय प्रमुख एच एस एम आई /मुख्यालय के सभी प्रोक्योरमेंट डिपार्टमेंट सभी विभागाध्यक्ष (HoDs)
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**URGENT**

No. Admn/MoU/2023/

8<sup>th</sup> August, 2023

**विषय:** वित्तीय वर्ष 2023-24 और 2024-25 के लिए सरकारी ई मार्केट प्लेस (GeM) के माध्यम से खरीद के लिए वार्षिक योजना तैयार करना।

**Sub:** Formulation of Annual Plan for procurement through GeM for FY 2023-24 and 2024-25.

**Ref:** (1) DPE's letter F.No.DPE/7(4)/2007-Fin (Pt.3) dated 20<sup>th</sup> March,2023  
(2) DPE OM F.No.M-03/0012/2021-DPE(MoU) dated 04<sup>th</sup> July, 2023  
(3) HUDCO MoU Cell's Note dated 31.07.2023

Please refer to DPE's letter dated 20<sup>th</sup> March, 2023 and OM dated 4<sup>th</sup> July, 2023 and MOU Cell's Office Note dated 31.07.2023 on the above cited subject which are self explanatory. **(copy enclosed)**. In this regard, it is to inform that as per the MoU signed between HUDCO and Ministry of Housing & Urban Affairs, the following targets pertaining to Admn. Wing are to be achieved during Financial Year 2023-24 & 2024-25 :-

Sl. No.	Name of Parameter	Unit	Weightage	Target 2023-24 2024-25
1.	Acceptance/Rejection of Invoices of Goods & Services through TReDS Portal within specified time	%	5	100

2.	Procurement from GeM as per approved Plan	%	5	100
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In addition to the above, the following compliance parameters for financial years 2023-24 and 2024-25 are also to be achieved:-

Sl. No.	Parameter	Marks	Source/Verification
1.	Procurement of goods or services through MSE as % of total procurement of goods and services :25%	-1	Administrative Ministry on the basis of Sambandh portal
2.	Procurement of goods or services through SC/ST MSEs as % of Total procurement of goods and services :4%	-1	-do-
3.	Procurement of goods or services through Women MSEs as % of Total procurement of goods and services :3%	-1	-do-
4.	Steps and initiatives taken for Health & Safety improvement of Human Resources in CPSE (Target to be prescribed by the Administrative Ministry)	-1	Administrative Ministry
5.	Compliance with provisions relating to TReDs as outlined in DPE-7(4)/2007-Fin dated 04.05.2020	-1	Administrative Ministry

It is pertinent to mention that the targets under this parameter for all CPSEs are invariable to be achieved 100% of potential procurement planned through GeM, and the evaluation of MoU on the parameters shall be done based on achievement against the Potential Procurement planned through GeM.

In this regard, all Regional Chief and HoDs at Corporate Office/HSMI are requested to formulate their Annual Plan for procuring the goods and services through GeM for the Financial Year 2023-24 and 2024-25 based on the their last year procurement made through GeM. The required information be

made available positively by 11<sup>th</sup> August, 2023 in the Excel sheet as per the format enclosed herewith as **Annexure- I** through E-mail [admnhudco@hudco.org.in](mailto:admnhudco@hudco.org.in) or [vedprakash1@hudco.org.in](mailto:vedprakash1@hudco.org.in)

On receipt of the aforesaid information from all ROs/HoDs the same shall be compiled and forwarded to MoU cell for seeking the approval of the Administrative Ministry and thereafter for uploading the same on the dedicated Dashboard created by GeM.



वेद प्रकाश

सहायक महाप्रबंधक (प्रशासन)

संलग्न:उपरोक्तानुसार

संयुक्त महाप्रबंधक (प्रशासन)

08.08.2023

महाप्रबंधक (प्रशासन)

08/08/2023

प्रतिलिपि:

महाप्रबंधक (परियोजना) MoU

**MoU Cell**

**Sub: MoU 2023-24 – reg. admin. wing related parameters**

**Ref: Signed MoU 2023-24 circulated vide note dated 24.07.23**

1. In continuation with the signed MoU 2023-24 that was circulated vide the above-referred note, it is hereby brought to your kind notice that, out of a total of 12 parameters, 2 parameters pertain to targets to be achieved by the Administration Wing. Further, it may also be noted that in addition to the MoU parameters, there are also 5 (out of total of 8) Compliance parameters to be complied with during the year 2023-24 by the Administration Wing, failing which there is a total of 5 negative marks from the aggregate MoU Score;
2. With regard to two parameters pertaining to Admin Wing, approval of MoHUA is needed as directed by DPE: **(i) MoU parameter no. 11 in signed MoU 2023-24 i.e. "Procurement from GeM as per approved Procurement Plan"** which carries 2 marks with a target of 100% and **(ii) Compliance condition no.7 in the signed MoU 2023-24 i.e. Steps & Initiatives taken for safety and health improvement of human resources in CPSE(targets to be prescribed by MoHUA);**
3. **In respect of (i)** stated above, it is requested that the Administration Wing may take note of the O.M issued by DPE dated 04.07.23, alongwith the OM issued by DPE dated 20.03.23 (which was circulated to Admin vide note dated 05.07.23). A copy of the same is once again attached herewith. All the three actions areas mentioned in the 20.03.23 may be taken up and taken note of towards implementation of the parameter.
4. As per OM dated 04.07.23, an Annual Plan needs to be formulated for procurement through GeM in consultation with MoHUA and after accurately arriving at the procurement potential for the financial year, HUDCO is required to upload the same on the GeM Dashboard.
5. To get the Procurement Plan approved by Ministry, it is suggested that a Procurement Plan for 2023-24 as approved by the Competent Authority may be provided to MoU Cell which would then be sent to MoHUA for seeking its approval. Once MoHUA approves the Procurement Plan for 2023-24, the same can be uploaded on GeM Dashboard.
6. **In respect of (ii) stated above**, the same Compliance parameter was there in 2021-22 as well as 2022-23. On similar lines, a set of steps and Initiatives may be provided to MoU Cell so that it can be put up to MoHUA for its approval. Last year, the steps and initiatives that HUDCO had submitted were scrutinized at higher levels in MoHUA and it was advised



to revise the list as they were repetitive. It is requested to think afresh on the parameters under compliance 7 for the year 2023-24.

We may request the concerned wing to provide us the following for seeking the approval of our ministry at the earliest:

- (i) Procurement Plan as per format on GeM Dashboard as approved by the Competent Authority
- (ii) List of sub-parameters under Compliance parameter no.7

Submitted for kind perusal & approval please.

Deepa Krishnan  
31.07.23  
JGM(E) - MoU

~~GM (E) - EPAC & MoU~~

~~GM(P) - I/C PCEM~~

~~GM(Admin.)~~

01/08/2023  
The above (ii) may be urgently  
provided by Admin wing

31/7/23

110/GM(Admin.)  
1/8/23

01/08/2023  
AGM(VP)

F. No. M-03/0012/2021-DPE(MoU)  
Government of India  
Ministry of Finance  
Department of Public Enterprises

Block No. 14, CGO Complex  
Lodhi Road, New Delhi - 110 003  
Dated 04<sup>th</sup> July, 2023

**OFFICE MEMORANDUM**

**Subject: Clarification on MoU parameter related to procurement from GeM – reg.**

The undersigned is directed to clarify the parameter related to procurement from GeM in MoUs for FY 2023-24 and 2024-25. In this regard, attention is invited to DPE's OM No. DPE/7(4)/2007-Fin.(Pt.3) dated 20<sup>th</sup> March, 2023 (*copy attached*) inter alia states to formulate an annual plan for procurement through GeM in consultation with Administrative Ministry concerned. After accurately arriving at the procurement potential for the financial year, CPSEs are required to upload the same on the dedicated dashboard created by GeM for capturing the details of procurement for Ministries and Organisations.

2. It is hereby clarified that the parameter in MoUs '*Procurement from GeM as % of total procurement*' is about **the target in percentage of the procurement planned through GeM by the CPSE in particular financial year**. It is pertinent to mention that the targets under this parameter for all CPSEs are invariably 100% of the procurement planned through GeM, and the evaluation of MoU on the parameter shall be done based on achievement against the procurement planned through GeM.

3. This is issued with direction of Secretary, D/o Public Enterprises.

  
Muni Ram Meena 04/7/23

Director

Tel: 011-24365841

To

1. Secretaries to the Government of India (*as per list*).
2. Chief Executives of CPSEs (*as per list*).

Copy to:

1. CEO, NITI Aayog
2. Chairman, Public Enterprises Selection Board
3. Secretary, D/o Expenditure
4. Secretary, M/o Statistics and Programme Implementation
5. Chief Economic Adviser, D/o Economic Affairs
6. Staff Officer to Cabinet Secretary, Cabinet Secretariat
7. Sr.PPS to Secretary, D/o Public Enterprises



F. No. DPE/7(4)/2007-Fin. (Pt.3)

Government of India

Ministry of Finance

Department of Public Enterprises

Block No. 14, CGO Complex,

Lodi Road, New Delhi-110003

Dated the 20<sup>th</sup> March, 2023

To,

Chief Executives of all CPSEs

Subject:- Procurement of goods and services through Government e-Marketplace (GeM) - regarding

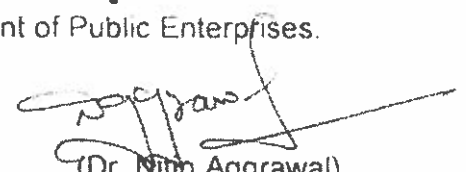
Sir/Madam,

The undersigned is directed to state that the Committee of Secretaries (CoS) chaired by Cabinet Secretary in its meeting held on 20<sup>th</sup> February, 2023 reviewed the procurement of goods and services through Government e-marketplace (GeM). As recommended by the Committee of Secretaries, all CPSEs are requested to take following actions in this regard.

- (i) Accurately arrive at the procurement potential for FY 2023-24 and upload the same on dedicated dashboard created by GeM for capturing the details of procurement for Ministries and Organizations.
- (ii) Ensure 100% procurement of goods and services through GeM portal
- (iii) CEO/Head of the CPSEs to certify to the Secretaries of the Ministry/ Department concerned that only those goods and services have been procured outside GeM which are not available on GeM

2. It may be noted that the access to the GeM Dashboard will be provided to an assigned official, who would be responsible for providing the procurement details of concerned CPSE. GeM is scheduling meetings with Ministries/CPSEs shortly to provide a brief walkthrough of the Dashboard. It is therefore, requested that the nodal officer of your CPSE may be directed to take further necessary actions in this regard.

3. This issues with the approval of Secretary, Department of Public Enterprises.

  
(Dr. Nith Aggrawal)  
Joint Director  
Tel : 2436-0258

## ANNEXURE-I

## ANNUAL PROCUREMENT PLAN THROUGH GEM FOR FINANCIAL YEAR 2023-24 AND 2024-25

[illegible]