**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**Data Sheet for Creation of Secondary User for Government e-Marketplace (GeM)**

|  |  |
| --- | --- |
| Role as Secondary User (Buyer / Pay Authority) |  |
| Name of the official |  |
| Designation |  |
| Department |  |
| Date of Birth |  |
| Aadhaar Number (a copy of Aadhaar card has to be attached) |  |
| Aadhaar linked Mobile Number |  |
| Mobile number |  |
| Office Phone Number |  |
| E-mail ID (@iitism.ac.in) |  |
| Address for receiving materials ordered on GeM |  |

Signature of the official

Recommendation of concerned HOD

Approving Authority

Remark of GeM Primary User

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**Financial Concurrence & Internal Audit Clearance**

**for the purchase through Government e-Marketplace (GeM)**

|  |  |
| --- | --- |
| Purchase File No. |  |
| GeM Reference No. |  |
| Name of the official / Buyer (Indentor) |  |
| Designation |  |
| Department |  |
| Item to be purchased |  |
| Name of the vendor  |  |
| Total Value of the Item in Rs. in figure |  |
| Total Value of the Item in Rs. in words |  |

Signature of the official/Indentor

Recommendation of concerned HOD

Internal Audit Clearance

Financial Concurrence

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**Sanction Order for the purchase through Government e-Marketplace (GeM)**

|  |  |
| --- | --- |
| Purchase File No. |  |
| GeM Reference No. |  |
| Name of the official / Buyer (Indentor) |  |
| Designation |  |
| Department |  |
| Item to be purchased |  |
| Name of the vendor  |  |
| Total Value of the Item in Rs. in figure |  |
| Total Value of the Item in Rs. in words |  |

Signature of the official/Indentor

Recommendation of concerned HOD

Approval of the proposal and Sanction of the amount by the competent authority