

**MINUTES OF MEETING HELD IN THE MINI
CONFERENCE HALL OF THE ENGINEER-IN-CHIEF'S OFFICE, PWD ON
7TH MARCH, 2024.**

Members present: List appended.

A meeting of officers under PWD was held in the mini conference hall of the Engineer-in-Chief's office, PWD on 7th March, 2024 at 3:30 PM to discuss on matters relating to procurement of goods from Government e-Marketplace under the chairmanship of Er. Lalrinkima Hnamte.

The Chairman apprised the members that the purpose of the meeting to discuss the modalities for registration under GeM Portal as per the instruction contained in the Office Memorandum issued vide No. G.17014/1/2017-FEC dt 19.2.2024. Deliberation followed.

1. The meeting was informed that in pursuance of OM no. G.17014/1/2017-FEC dt. 29.7.2019 and approval of Govt. No. A.48011/3/2000-PWD(E) dt.18.11.2020 GeM procurement committee was constituted under the department as below:

Chairman	-	E-in-C, PWD
Member	-	Chief Engineer, Planning E-in-C office, PWD
Member	-	Joint Director of Accounts E-in-C office, PWD
Member Secy	-	Dy. Director (Admn) E-in-C office, PWD

And that GeM account was opened at ICICI bank, E-in-C PWD as the account holder. However, due to various reasons the account now seems to be inactive. The meeting was also informed that in pursuance of the manual of GeM two types of secondary user was made as follows and the primary user being the E-in-C, PWD

- i. Joint director (Acct), E-in-C Office, PWD as DDO/PAO
- ii. Dy. Director (Admn), E-in-C Office, PWD as Buyer/Consignee

2. The meeting was further informed that procurement of goods under this department shall be centralized from E-in-C office and that it shall be obligatory to register at GeM portal. The meeting also noted that a GeM account shall be opened

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3. The meeting decided that GeM procurement committee in addition to the existing committee shall be reconstituted under the department as below:

Chairman	-	E-in-C, PWD
Member	-	Chief Engineer, Planning
Member	-	Chief Engineer, Highways
Member	-	Chief Engineer, Roads
Member	-	Chief Engineer, Building & ODS
Member	-	Chief Architect
Member	-	Joint Director of Accounts E-in-C office, PWD
Member Secy	-	Dy. Director (Admn) E-in-C office, PWD

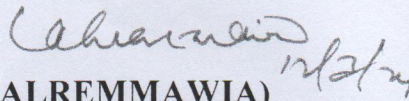
4. Registration under GeM Portal shall be initiated. Pu Lalrotluanga, Assistant is entrusted to take necessary follow up action under the supervision of Joint Director of Accounts.

Sd/-LALRINKIMA HNAMTE
Engineer-in-Chief
Public Works Department
Mizoram: Aizawl

Memo No.A.45012/1/23/EC-PWD/E-I/ : Dated Aizawl, the 12th March, 2024

Copy to:-

- 1) P.S to Engineer-in-Chief, PWD for information.
- 2) All members for information.


(LALREMMAWIA)
Deputy Director (Admn)
Engineer-in-Chief's Office, PWD
Mizoram : Aizawl