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भारत सरकार
शहरी विकास मंत्रालय
निर्माण भवन

GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
NIRMAN BHAWAN

नई दिल्ली-110011, तारीख 20
New Delhi-110011, Dated the 20

D.O. PL / SBM / 06 /2017

Date: 31st March 2017

Dear Madam/ Sir,

Sub: Assistance in registration process for DGS&D's GeM portal

With reference to the earlier letter with DO No. PL / SBM / 01 / 2017 dated 14th March 2017 sent by the Mission Director on preparation for segregation at source on World Environment Day 2017.

2. For the same, ULBs have been advised to procure in large number, "Swachh Bharat Waste Container Set (Plastic Garbage Bins)" from DGS&D's GeM Portal (<https://gem.gov.in/>) to distribute among the residents. Alternatively, the order for procurement can also be made through Ministry of Urban Development as the ministry will be procuring these centrally.

3. In light of the above, to simplify the registration process, MoUD will assist the ULBs in the following

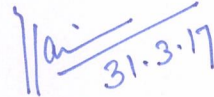
- Creation of mandatory .nic email address for the ULB
- Provision of the unique ULB code that can be used as Employee ID

4. You may please also note that for security reasons, it is mandatory for the HOD of the ULB to mention his/her Aadhar linked mobile number while registering on the portal. ULBs like SDMC, Nagar Palika parishad Likimur, Municipal Corporation Narsinghpur etc. have already registered through the above mentioned process to start their procurement activities.

5. Further, you are also requested to submit your plan of action **comprising procurement & distribution of bins, capacity building of ULB employees, IEC & BCC activities in the city, advancement in collection and transportation activities for segregating waste to MoUD, at the earliest.**

With regards,

Yours Sincerely

 31.3.17

(SAURABH JAIN)

To:

Mission Directors- All States

Municipal Commissioners- All cities

Copy to:

DS (SBM-I)

PPS to Secy (UD)

CPHEEO

Enclosed:

- Annexure I-ULB Registration Process

Annexure I-ULB Registration Process

Government User/ULB Registration on GeM can be divided into two parts:

1. **Primary User Registration**-Primary User is the Head of Department (HOD) of a ULB (e.g. Municipal Commissioner)
2. **Secondary Users Registration**-Secondary User is the Buyer or Consignee (i.e. the Nodal person the Primary User assigns to carry out transactions on the GEM portal on his/her behalf)

1. Primary User registration: (Requirements and Procedure)

Requirements:

- a. **Name and Employee ID of Officer** at the rank of deputy Secretary to Government of India/equivalent/ Head of the Officers at Sub Center / Unit / Branch of Government Organization / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statuary Bodies
In absence of employee Id, MoUD will generate a unique ULB ID which can be used in place of the employee ID.
- b. **Nic/gov.in email ID of the ULB HOD** (having organization name in their domain)
Note: Private email Id e.g. Gmail, yahoo etc. are not allowed.
In absence of nic Id, MoUD will assist in creation of a .nic domain Id.
- c. **Aadhaar Linked mobile number of the ULB HOD.**
- d. **Verification authority:** Officer at rank of Under Secretary or above from administration to verify the credentials of primary user / ULB HOD.

Procedure:

- i. Register on <https://gem.gov.in/register/org/signup>.
- ii. Provide Organization Details
- iii. Select proper/appropriate payment method
- iv. Provide Primary User details
- v. Provide verification authority details

- vi. Submit and register.

2. Secondary User registration: (Requirements and Procedure)

Requirements:

- a. Officer at the rank of Section officer and above.
- b. Aadhaar Linked mobile number.

Procedure:

- i. Primary user to add secondary user after logging in his user id and password.
- ii. Role of secondary users and guidelines of procurement process is mailed to primary user email ID at the time of activation of his account.