

No.42/07/2022-5Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 4th October, 2022.

To

All the Administrative Secretaries of Haryana State.

Subject: - 3 Days Training Program on GFR 2017, Government e-Market & Latest manual for Procurement of Goods, Works, Consultancy & Other Services.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter no. **IISTD/GEM/22-47-2853** dated 28.09.2022 received through email from India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action accordingly keeping in mind Govt. instructions issued vide letter no. 4/38/2010-2 Trg. dated 14.10.2016 (copy attached).

Yours faithfully,



Superintendent, Training
for Chief Secretary to Govt., Haryana₂

Endst. No. 42/07/2022-5Trg.

Dated Chandigarh, the 4th October, 2022

A copy is forwarded to Sh. Somveer Singh Director (Training), India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi -110053, w.r.t his letter no. **IISTD/ GEM /22-47-2853 dated 28.09.2022** for information.



Superintendent, Training
for Chief Secretary to Govt., Haryana₂

कमांक 4/38/2010-2प्रशिक्षण

हरियाणा सरकार

मुख्य सचिव कार्यालय

प्रशिक्षण शाखा

दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

सेवा में,

- 1 हरियाणा के अतिरिक्त मुख्य सचिव एवं वित्तायुक्त/ सभी अतिरिक्त मुख्य सचिव/ सभी प्रधान सचिव, हरियाणा सरकार।
- 2 सभी विभागाध्यक्ष, हरियाणा सरकार।
- 3 सभी मण्डल आयुक्त, हरियाणा सरकार।
- 4 सभी उपायुक्त/अतिरिक्त/उपमण्डल अधिकारी (नागरिक)।

विषय:- अधिकारियों को प्रशिक्षण कार्यक्रम/विचारगोष्ठियों तथा कार्यशालाओं (भारत वर्ष के भीतर) हेतु खर्च की सीमा बढ़ाने बारे।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान सरकार के पत्र कमांक 4/38/2010-2प्रशिक्षण दिनांक 22 नवम्बर, 2011 की ओर दिलाऊँ तथा सूचित करूँ कि काफी समय से अधिकारियों को प्रशिक्षण कार्यक्रम/ विचारगोष्ठियों तथा कार्यशालाओं में भाग लेने के लिये भेजने हेतु निर्धारित खर्च की सीमा को बढ़ाने बारे मामला सरकार के विचारधीन था। विचारोपरान्त अब हरियाणा सरकार ने राज्य के प्रशासनिक अधिकारियों/अन्य अधिकारियों के मामले में प्रशिक्षण का कुल खर्च (अनिवार्य प्रशिक्षण के अतिरिक्त) की सीमा को निम्नानुसार बढ़ाने बारे निर्णय लिया है:-

Sr. No.	Category	Ceiling (in Rs.)
1.	All India Service Officers IAS/IPS and other officers posted as HOD or above level (अनिवार्य प्रशिक्षण के अतिरिक्त)	40,000/-
2.	HCS, HPS (अनिवार्य प्रशिक्षण के अतिरिक्त)	30,000/-
3.	All others officers	20,000/-

तदनुसार अनुरोध है कि भविष्य में अधिकारियों के आवेदन-पत्र अग्रेषित करते समय खर्च की उक्त सीमा को दृष्टिगत रखा जाये।

यह हिदायतें सभी प्रशिक्षण कार्यक्रमों इत्यादि के लिये सभी विभागों के अधिकारियों द्वारा भाग लेने पर लागू होंगी तथा प्रशिक्षण पर खर्च की सीमा बढ़ाने बारे यह हिदायतें अतिरिक्त मुख्य सचिव, हरियाणा सरकार, वित्त विभाग की उनके अशा: कमांक 5/6(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 द्वारा प्रदान की गई सहमति उपरान्त जारी की गई हैं।

Dhaw

अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार

प्र० कमांक, 4/38/2010-2प्रशिक्षण

दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

इसकी एक-एक प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को भेजी जाती है:-

- 1 अतिरिक्त मुख्य सचिव, हरियाणा सरकार वित्त विभाग को उनके अशा: कमांक 5/6(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 के संदर्भ में।
- 2 अवर सचिव, सामान्य (लेखा शाखा)।

Dhaw

अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार



India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

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Ref No IISTD/GEM/22-47-2853

By E-Mail & Registered Post

New Delhi

To
Sh. Sanjeev Kaushal, IAS
CHIEF SECRETARY
4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh.

Subject: 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, (Updated June, 2022)

- on 13 to 15 October, 2022 at Hotel Sangto Villa Resort, Leh Ladakh
- on 9 to 11 November at Hotel Ramada, Darjeeling
- on 17 to 19 November, 2022 at Golden Tulip, Manali
- on 7 to 9 December, 2022 at Hotel Shanker, Kathmandu, Nepal
- on 19 to 21 December, 2022 at Hotel Sea Shell, Port Blair, Andaman and Nicobar Islands.

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), (Established by Govt. of National Capital Territory of Delhi & Ministry of MSME), serves as the autonomous body registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.
2. Public Procurement Reforms are one of the top priorities of the present Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government.
3. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
 - Manual for Procurement of Goods (Updated June, 2022)
 - Manual for Procurement of Consultancy & Other Services (Updated June, 2022)
 - Manual for Procurement of Works (Updated June, 2022)
4. Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments /



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Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.

5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 52,171 Buyer organizations and 1851222 Sellers and Service providers **Government e-Marketplace with its latest 4.0 upgrade is growing rapidly**. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
 - To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
 - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
 - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
 - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.
6. **Course Contents:**
 - General Financial Rules 2017:
 - An overall perspective
 - Role of GFRs in Government Procurement
 - GFRs 2017 on Procurement of Goods
 - GFRs 2017 on Procurement of Services
 - Manual for Procurement
 - Manual for Procurement of Goods **(Updated June, 2022)**
 - Manual for Procurement of Consultancy & Other Services **(Updated June, 2022)**
 - Manual for Procurement of Works **(Updated June, 2022)**
 - Government e-Marketplace (GeM)
 - Overview of GeM and objectives
 - GFRs 2017, Rule 149 for GeM
 - Workflow and Timeline of GeM
 - Authorisation of Primary user and Secondary users
 - Registration of Organization
 - Creation of User Accounts on GeM portal and activation
 - Important Terms and Conditions for GeM
 - Placement of Order for Goods
 - Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal
 - Procedure for Payment and Payment initiation in GeM



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- Creation and finalization of Bid and Reverse Auction on GeM portal

7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

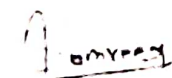
9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development



Somveer Singh
Director (Training)

