

**Report**  
**on the**  
**Training initiative on GeM**



**January, 2017**

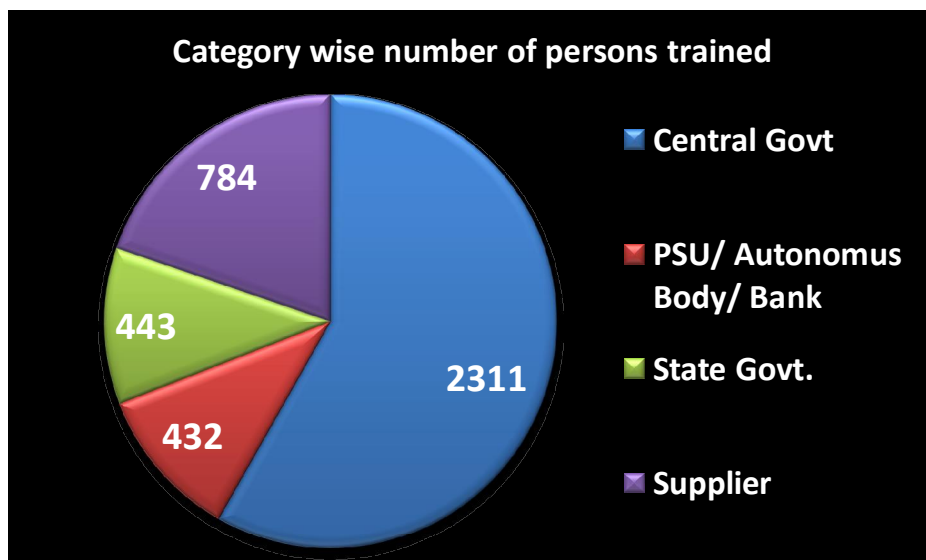
**Director General of Supply and Disposal  
Department of Commerce  
Ministry of Commerce and Industry  
Government of India**

**1. Introduction:**

Government e-Marketplace (GeM) was launched by the Honøble Commerce & Industry Minister on 9<sup>th</sup> August 2016 and training on GeM was inaugurated by Shri Ashok Lavasa, Finance Secretary on 22<sup>nd</sup> August, 2016 at India Habitat Centre. Till December, 2016 DGS&D has imparted training to the 3970 users (Buyers-3186, Sellers-784). Training was imparted to the employees of almost all the Ministries, 70 PSU/Autonomous Body/ Banks and 12 State Governments. Training programme was organised in 16 Cities till December, 2016.

**2. Training Statistics:**

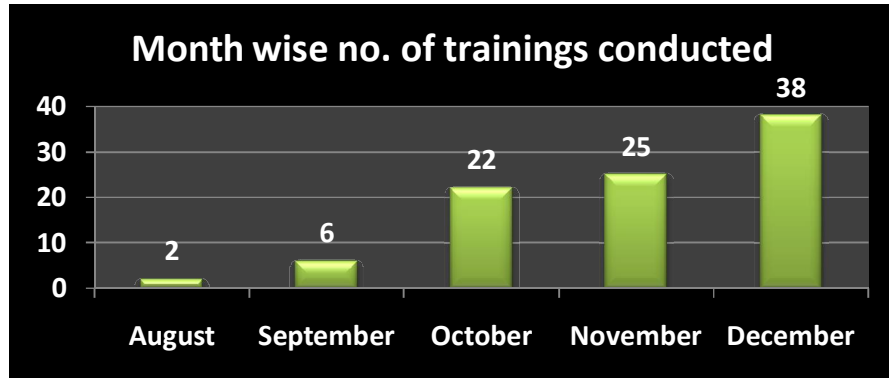
- a. **Category wise number of persons trained:** 2311 employees covering all the Central Government Ministries, 432 employees from 70 PSU/ Autonomous Body/Bank, 443 employees from 12 State Government attended Gem training till December, 2016 .



- b. **Month wise Number of persons trained:** Number of person trained in GeM is increased sharply every month due to the initiatives taken by DGS&D. Number of person trained in September, 2016 was 347 which increased to 1472 in the month of December, 2016 registering an increase of 324% within a short period of only three months.



- c. **Month wise number of training conducted:** Number of training programme conducted in September, 2016 was 6 which reached to 38 in December, 2016. Number of training conducted during December, 2016 is almost 1.65 per working day.



- a. **City wise number of persons trained:** Training on GeM was organised in 16 Cities till December, 2016.



3. **Initiatives taken so far:**

In order to spread awareness to all the Central Government Offices, State Government and PSU/ Autonomous Body and Banks letters were issued by Cabinet Secretary, Commerce Secretary and Director General, DGS&D to all the Secretaries of Government of India and requested them to instruct the organisations under them

to start use of GeM and attend training programme on GeM organised by DGS&D. Director General, DGS&D has also written letter to the Chief Secretaries of all the States to instruct the State Government Departments under them to start use of GeM and attend training programme on GeM organised by DGS&D. Following initiative was taken to cater the request for training received from large number of users across the country:

- i. **Set up of a Training Directorate for GeM:** A training Directorate was set up in the DGS&D HQ with five officials (one Deputy Director, One Senior Statistical Officer, One Assistant Section Officer, One Lower Division Clerk and one Data Entry Operator) to address the large number of request for training received from the users across the country.
- ii. **Updating Websites:** GeM website is updated with training details regularly. Training Calendar, Training Materials, Videos, Name of nodal officers for training at different cities and Training Statistics is uploaded in the website. Information about the new training programme it is reflected in the Training Calendar as well as in the News and Events.

<b>Training Calendar</b>	<p>É Training Calendar for two months (Current and next) are shown.</p> <p>É Training programme details ( Venue, timing, fees, procedure for nomination ) are available.</p>
<b>Training Materials</b>	<p>É Presentations on Introduction on GeM, Registration Process, Secondary User Creation, Placement of Order and Payment process is available.</p> <p>É Videos on introduction to GeM, Buyer Registration and Seller Registration is available.</p>
<b>Training Nodal Officers</b>	<p>É Name, Address, e-mail and phone numbers of the nodal officers for training for 20 cities are available.</p>
<b>Training Statistics</b>	<p>É Training Statistics on Category wise number of persons trained, Month wise Number of persons trained, Month wise number of training conducted, City wise number of persons trained and date wise training conducted are posted every month.</p>
<b>Photo Gallery</b>	<p>É Photographs of different training programmes are available.</p>

- iii. **Training in Collaboration with NIFM:** Training programme on GeM is conducted at NIFM, Faridabad on every Wednesday since October, 2016. Apart from that some of the training programme was conducted at Delhi in collaboration with NIFM. Three training programme for the Government officials

were conducted at India Habitat Centre in August and September, 2016. One workshop was conducted at SCOPE Complex in October, 2016 for all the PSUs. One workshop was conducted at Vigyan Bhawan for the sellers in August, 2016. One workshop was conducted at IIT, Delhi in December, 2016 for all the Educational Institutions ( IITs/ IIMs/NITs) under Ministry of HRD.

- iv. **Involving Regional Offices:** All the Regional Offices were instructed to conduct training programme on GeM. Eight Regional Offices are organising training at different Cities. All the supports like sending training materials, brochure, format for banners, uploading the training details in the websites, sending officers from HQ for different training are extended from the training Directorate at New Delhi.
  - v. **Walk-in-training:** Walk-in-Training was started at DGS&D, HQ. One NeGD staff was specially trained for this purpose. Training at DGS&D, HQ is provided every day for those coming for walk in training. DGS&D, Mumbai has also started walking training on every Wednesday. Further, other regional offices are also providing walk in training.
  - vi. **Inclusion of training module on GeM in the training calendar of the ATIs and CTIs:** All the 57 Administrative Training Institutes and Central Training Institutes were requested to include training module on GeM in their regular training programmes. National Academy of Audit and Accounts, Shimla has agreed to include training module on GeM in their training programme. A training programme was conducted at Lal Bahadur Shastri National Academy of Administration, Mussoorie in November, 2016. Training programme on GeM was conducted at HCMRIPA, Jaipur, Madhusudan Das Regional Academy of Financial Management, Bhubhneshwar, NADT, Nagpur and CPWD training Institute, Ghaziabad.
  - vii. **Training for Trainers:** A training programme for the faculties of 57 ATIs and CTIs was conducted on 4<sup>th</sup> January, 2017 at NIFM. Three day training for the trainers; 2 days at NIFM and one day at DGS&D, HQ is planned for 58 officers of Regional Offices of DGS&D.
  - viii. **Training through video conferencing:** Training through video conferencing from the DGS&D, HQ to different cities across the country has been started. NIC officers across the country were given training on GeM through video conferencing. Further, training through video conferencing at Jaipur and for the officers of National Institute of Electronics and Information Technology is scheduled in January, 2017.
4. **Way Ahead:** With the innovative initiatives taken to train the huge number of users across the country, we could able to achieve to train around 1500 users per month. Number of training programme conducted during December, 2016 is 38. Once one day training module is included in the training calendar of different training institutes (ATIs/CTIs), all the regional officers are taken on board after training and training through video conferencing model is successful, DGS&D will be able to train 2500 to 3000 users per month. By March, 2017 DGS&D will be able to train around 9000-10000 users.