

सुनील कुमार, आई.ए.एस.  
सचिव  
Sunil Kumar, IAS  
Secretary



भारत सरकार  
पंचायती राज मंत्रालय  
डॉ. राजेन्द्र प्रसाद रोड,  
कृषि भवन, नई दिल्ली-110001  
Government of India  
Ministry of Panchayati Raj  
Dr. Rajendra Prasad Road,  
Krishi Bhawan, New Delhi-110001

D.O.No.N-19011(16)/8/2016-e-Panchayat

Dated 7<sup>th</sup> November, 2022Dear *Chief Secretary,*

Ministry of Panchayati Raj has put in place a robust system for effective monitoring of public expenditure. In this context, a comprehensive online application called eGramSwaraj has been developed comprising of various modules for planning, reporting, and accounting etc. which not only enables the Panchayat users to enter their works and make online payments (via integration with PFMS) for Central Finance Commission funds.

2. Government e-Marketplace is an effective tool for thrift procurement of goods and services. As a continuous endeavor of this Ministry to enhance the systems, eGramSwaraj has now been successfully integrated with GeM so that the Panchayats at all tiers are enabled for; procurement through GeM and payments through eGramSwaraj in a seamless manner. This will allow local producers/cooperatives/artisans/Self Help Groups etc. to sell their products to Government entities directly thereby promoting the spirit of "Vocal for Local". This will further help reduce the carbon footprint too as products can be procured through local vendors rather than being shipped of from far off locations.

3. This integration has several benefits as it will introduce transparency in procurement by the Panchayats as all the purchases under GeM strictly comply with General Financial Rules, 2017. eGS-GeM interface will enable the PRIs to ensure transparency in their procurements and also ensure that goods/services are procured at standardized market prices. This will not only mitigate the chances of arbitrary award of contracts but also keep a check on procurement of items at inflated rates. The GeM based procurement is likely to be mandated in near future; so it is best to be not caught unawares.

4. Earlier, MoPR had issued a letter of even number dated 24<sup>th</sup> August, 2022 (**Annexure I**) to Additional Chief Secretary, Panchayati Raj Department or equivalent regarding onboarding the Panchayats in your State on eGramSwaraj-GeM (eGS-GeM) interface. In this regard, details regarding Panchayat functionaries of your State need to be uploaded on eGramSwaraj followed by a pilot project.

5. In the light of above, I request you to direct the concerned officials to expedite the pilot project and then subsequently roll out this interface in all Panchayati Raj Institutions (PRIs) of your State. **It is requested that a time-bound action plan as suggested in Annexure II may be followed to complete the onboarding on eGS-GeM within the prescribed timelines.** This unique effort by the Ministry will give a huge boost of the Digital India program of the Government of India. Therefore, your direction to the concerned officials regarding the same will be highly appreciated.

*With best wishes,*

Yours sincerely,

*SN*  
7.11.22  
(Sunil Kumar)

The Chief Secretaries  
All States/UTs

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Sd/-  
(Sunil Kumar)

The Chief Secretaries  
All States/UTs

Copy to: Shri Prashant Kumar Singh, Chief Executive Officer, Government e-Marketplace, 3rd Floor Tower II, Jeevan Bharti Building, Connaught Place, New Delhi, Pin- 110001.

(Sunil Kumar)  
7-11-22

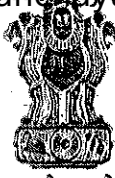
डॉ. चन्द्र शेखर कुमार, आई.एस

अपर सचिव

Dr. Chandra Shekhar Kumar, IAS

ADDITIONAL SECRETARY

Tel.: 011-23725301

Email: [cs.kumar@nic.in](mailto:cs.kumar@nic.in)

सत्यमेव जयते

आज़ादी का  
अमृत महोत्सव

पंचायती राज मंत्रालय

भारत सरकार

टावर-II, 9वां तल

जीवन भारती बिल्डिंग,

नई दिल्ली-110001

MINISTRY OF PANCHAYATI RAJ

GOVERNMENT OF INDIA

Tower-II, 9<sup>th</sup> Floor,

Jeevan Bharati Building,

New Delhi-110001

D.O. No.: N-19011(16)/8/2016-e-Panchayat

Dated: 24<sup>th</sup> August, 2022

Dr. Madan / Siv,

As you are aware, Ministry of Panchayati Raj (MoPR) has rolled out a new feature which enables the Panchayats to utilize the services of GeM (Government e Marketplace) portal for the procurement of their goods and services while seamlessly accounting for the same in eGramSwaraj.

2. Towards this end integration between eGramSwaraj and GeM has already been completed and a workshop on this has been conducted at NIC-MoPR, New Delhi during 12 to 13<sup>th</sup> May 2022. MoPR has rolled out a massive rollout program to enable the functionaries to utilize the features of eGS – GeM interface. In this regard following activities need to be completed:

1. Upload of data by States for Government email id creation
2. Selection and Sharing of Pilot Panchayats' data
3. Conducting training in GeM at the State level in consultation with the respective GeM state coordinator
4. Conducting Pilot in the selected Panchayat

State-wise status on the above points may be seen at Annexure 1.

3. Data pertaining to point 2.1 above is being uploaded by all States. However, it is mandatory that all States nominate a Delegated Admin (DA) to manage the email ids at the State level only once they are created. The SoP for the same may be seen at Annexure 2. It is requested that the details (as per format in Annexure 2) of the DA are shared with MoPR and NIC-MoPR at [joshi.sk@nic.in](mailto:joshi.sk@nic.in) and [mohit.gupta20@nic.in](mailto:mohit.gupta20@nic.in) by 31 August 2022. Further, States who are yet to share the data of pilot Panchayats and conduct the training related to GeM in their States may do so before the target date mentioned in Annexure 1. It may be mentioned here that the progress on these parameters is being monitored by Prime Minister's Office and hence may be accorded Top Priority.

Resul

Yours sincerely,

Enclosed: As Above24.8.2022  
(Dr. Chandra Shekhar Kumar)

**Additional Chief Secretary/ Principal Secretary**  
State Panchayati Raj Department (All XV FC States)

Copy to:

1. Sh. Prashant Kumar Singh, CEO-GeM
2. Smt. Seemantini Sengupta, DDG, NIC-MoPR, New Delhi

Annexure-1State-wise Performance on eGS-GeM Onboarding (as on 22 Aug 2022)

Sl. No.	State Name	Email Data upload Started (Y/N)	Pilot District Shared (Y/N)	GeM training conducted (Y/N)	Pilot Conducted (Y/N)	Remarks	Expected date of Pilot
1	ANDHRA PRADESH	Y	N	N	N		2-6 Sep 2022
2	ARUNACHAL PRADESH	N	N	N	N		29-30 Sep 2022
3	ASSAM	Y	N	Y	N		2-6 Sep 2022
4	BIHAR	Y	N	N	N		2-6 Sep 2022
5	CHHATTISGARH	NA*	NA*	NA*	NA*	Non approval from State Government	--
6	GOA	N	N	N	N	After Aug 2022 due to code of conduct of elections	--
7	GUJARAT	Y	N	N	N		2-6 Sep 2022
8	HARYANA	Y	Y	Y	Y		28-Jul-22
9	HIMACHAL PRADESH	Y	Y	N	N		2-6 Sep 2022
10	JHARKHAND	Y	Y	N	N		2-6 Sep 2022
11	KARNATAKA	Y	Y	Y	N		2-6 Sep 2022
12	KERALA	Y	Y	N	N		2-6 Sep 2022
13	MADHYA PRADESH	Y	Y	N	N		2-6 Sep 2022
14	MAHARASHTRA	Y	N	N	N		2-6 Sep 2022
15	MANIPUR	Y	Y	N	N		2-6 Sep 2022
16	MEGHALAYA	N	N	N	N		19-23 Sep 2022
17	MIZORAM	N	N	N	N		19-23 Sep 2022
18	NAGALAND	N	N	N	N		19-23 Sep 2022
19	ODISHA	Y	Y	N	N		2-6 Sep 2022
20	PUNJAB	Y	Y	N	N		2-6 Sep 2022
21	RAJASTHAN	Y	Y	N	N		2-6 Sep 2022
22	SIKKIM	N	N	N	N		19-23 Sep 2022
23	TAMIL NADU	Y	N	Y	N		2-6 Sep 2022
24	TELANGANA	Y	N	N	N		12-16 Sep 2022
25	TRIPURA	Y	Y	Y	N		2-6 Sep 2022
26	UTTARAKHAND	Y	N	N	N		12-16 Sep 2022
27	UTTAR PRADESH	Y	N	N	N		12-16 Sep 2022
28	WEST BENGAL	Y	N	N	N		12-16 Sep 2022

Annexure-2

**Operational Guidelines-**

1. State PRD to select the Delegated Admin and share the details as follows:

State Name	Name of DA	Designation	Mobile	Email Id (must be government issued email only)

2. Delegated Admin (DA) needs to be from State PR Department of the rank -Under Secretary/Deputy Director or above.
3. Application must possess a government issued email id. (nic.in, gov.in, up.gov.in etc.)
4. Contact NIC State coordinator for issuance of VPN IP for "Delegated Administrator" role for the nominated officer. (Attached Process can be downloaded from <https://vpn.nic.in> Manual --> VPN Applying Procedure New VPN request).
5. During submission of VPN request, DA user needs to follow:
  - a. VPN Services -> New Request -> Fill following details for NIC E-mail Group activation on DA's VPN
  - b. Choose Single IP
    - i. Enter Server IP: 164.100.14.22
    - ii. Application URL: <https://mailadmin.nic.in>
    - iii. Destination Port: 443
    - iv. Server Location: NDC Delhi
    - v. Enter Captcha and submit
    - vi. Details will be forwarded by NIC State coordinator to NIC Delhi email team
    - vii. On Approval, DA will get Private Key on Mobile and VPN certificate on E-mail ID. DA need to configure VPN Certificate on desktop/Laptop using the Manual --> For configuring the VPN on Window 8 & 10.
6. Open <https://eforms.nic.in> -> Login with eforms using government email id and password
7. Select DA Onboarding from Left Grid/Menu.
8. Enter VPN IP allocated and submit for approval
9. Approval of the same shall be done by NIC Delhi email team.

## Annexure II

S. No	Action Item	Expected Completion date	Action Item Owner
1	Complete uploading of Panchayat functionaries and elected representatives' details for email id creation	18-Nov-22	Panchayat Users guided by State Panchayati Raj department/SPMU
2	Sharing of Delegated Admin details	11-Nov-22	State Panchayati Raj department/SPMU
3	Conducting Vendor Registration camps at District level to onboard Panchayat level vendors on GeM		
4	Selection of Pilot Panchayats and sharing with MoPR	25-Nov-22	State Panchayati Raj department/SPMU
5	Initiation of Pilot - Primary User Registration - Secondary User Registration - Order Processing on GeM - Accounting and Online payment on eGramSwaraj	16-Dec-22	State Panchayati Raj department/SPMU
6	Completing pilot project in at least 1 GP of each block	27-Jan-23	State Panchayati Raj department/SPMU