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अपर सचिव

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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, 9th Floor,
Jeevan Bharati Building,
New Delhi-110001

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

Dated: 24th August, 2022

Deen 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 13th 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 and 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.

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Yours sincerely,

Enclosed: As Above

(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.