

Most urgent

No. EDN-H(4) 3 (C) Budget 2018-19 (GeM)  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1.

Dated Shimla-1 the 04 February. 2020

To

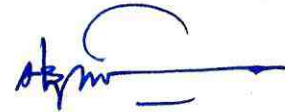
All the Principals/ Headmasters of GSSS/GHS  
Himachal Pradesh.

**Subject :- Instructions regarding Gem portal Registration.**

Memo:

As you are already aware that registrations of GeM portal is underway and various Treasury wise teams are appointed in all the Districts. The teams are working as per instructions issued by this Directorate at the time of trainings held in the Directorate. Many team members have complaint that Principals and concerned staff of Schools are not taking keen interest despite of many requests for providing information and co-operation required in registration process. It is also intimated that Aadhar Card Number and mobile number linked with aadhar card is required to register on GeM portal and all concerned are directed to provide Aadhar Card Number and mobile number to the team members. As the process of registration is time bound and is to be completed before 29.2.2020 positively all the concerned are required to strictly adhere to the instructions. It is also directed that on transfer/ retirement of registered official, he/she shall hand over ID to next official who takes his place and change his name on GeM portal before relieving the office and the Head of office shall not relieve the official on transfer if ID is not changed.

*(The ID will be changed by logging in GeM portl with existing ID, by clicking on his name after logging, click my account and then on left hand side click on Not.....?, update Aadhar and mobile number of new official, the ID will be got changed )*



(Dr. Amrjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh  
E mail: [dhe.sml-hp@gov.in](mailto:dhe.sml-hp@gov.in)  
Tel No.0177-2656621

Copy is forwarded for information and necessary action to:-

1. All the Dy. Directors of Higher Education, Himachal Pradesh.
2. All the Principals of Govt. Colleges/ SCERT/B.Ed College/ Skt. Colleges for similar action.



Director Higher Education  
Himachal Pradesh