

**APPLICATION FORM FOR HOD/PROCUREMENT HEAD AS SECONDARY USER
FOR CREATION OF ACCOUNT ON GeM**

(To be sent manually to GeM Admn. in case of not having NIC Mail)

Sl. No.	Description	Detail
1.	HOD Ref No. & date	
2.	Central Govt./State/UTs/PSU/ Autonomous body/State Local bodies/ others	
3.	Controlling Ministry	
4.	Department /RO/Farm.	
5.	Name of the organisation	
6.	Official Address	
7.	City	
8.	State	
9.	Pin Code No.	
10.	Applicant name as HOD of RO/Farm (on GeM)	
11.	Designation (Director or equivalent officer)	
12.	Phone No. with STD code	
13.	Mobile No. of applicant HOD as mentioned Sl. No. 10	
14.	Fax No. (with STD code)	
15.	e-mail ID of HOD as mentioned in Sl. No. 10	
16.	<u>Details of Verifying/Authenticating/Administrative officer</u> a) Name of Verifying/Authenticating/Administrative officer b) Designation c) Official email ID d) Official address e) Official phone no. f) Official website g) Mobile No.	

Signature of HOD of RO/Farm (Name & Designation with Rubber Stamp) Date : Place :	Signature of Verifying/Authenticating/Administrative Officer (Name & Designation with Rubber Stamp) Date : Place :
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(Note : Scan copy of this filled form may sent to Nodal Registration Officer on GeM and original may sent by post to GeM Administration.)

To

IT CELL,
NSC, New Delhi.