

Indian Institute of Spices Research
Marikunnu P O, Kozhikode-673 012, Kerala

No. PME/IISR/11(08)18

4th May, 2019

CIRCULAR

As desired by the Director, all administrative staff and interested Scientists and Technical Staff are requested to attend the Training programme on GeM scheduled on 7th May 2019 at ICAR – IISR Kozhikode. The Coordinators are Dr. C Sarathambal and Mr. V V Sayed Mohammed. The training schedule is as given below:

09:30AM to 10:00AM: Registration of participants for the event
10:00AM to 10:15AM: Introduction by Program coordinator
10:15AM to 11:30AM: Introduction about GeM, Explanation of basic concepts
like Registration, GFR etc., Q&A session after each main module
11:30AM to 11:45AM: Tea-break
11:45AM to 01:00PM: Detailing of different Terms & Conditions+Q&A,
Detailing of Registration processes+Q&A
01:00PM to 02:00PM: Lunch-break
02:00PM to 03:30PM: Live demo of different procurement methods+Q&A
03:30PM to 03:40PM: Additional features of GeM portal
03:40PM to 04:00PM: Interaction with audience regarding specific issues/queries
04.00PM to 04.10PM : Vote of thanks by Programme Coordinator

This is issued with the approval of the Director.

Member Secretary (HRD)