

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 6013 -F(Y)

Dated, 17<sup>th</sup> September, 2018

To  
Additional Chief Secretary / Principal Secretary / Secretary,  
..... Department,  
Government of West Bengal

**Sub: Hands-on Training in the use of Government-e-Marketplace (GeM).**

Sir / Madam,

I am directed to inform you that a three days' Training Programme will be held from **18<sup>th</sup> September to 20<sup>th</sup> September, 2018 in the Conference Hall of Finance Department at 12<sup>th</sup> Floor of Nabanna (Room No-1202) in two sessions from 11.00 am-01.30 pm. & 02.30 pm-05.00 pm.** to provide hands-on experience in the use of Government e-Marketplace as per schedule attached herewith.

In each day, hands-on training will be imparted to 5 Officials of each Department – **one Master Trainer, one Nodal Officer and one Primary User of the Department, any one Secondary User of the Division related to Secretariat Division of each Department along with any one officer from the departmental FA Set-up.**

It is therefore requested to kindly depute the above noted Officials of your Department to attend the training programme as per schedule along with Laptop, if available for hands-on experience in the use of GeM.

Yours faithfully,

Sd/-


Joint Secretary to the  
Government of West Bengal

No. 6013/1(1)-F(Y)

Dated, 17<sup>th</sup> September, 2018

Copy forwarded for information and necessary action to:-

- ✓ 1. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department.  
-He is requested to upload copy of this communication in the Website of Finance Department.

  
Joint Secretary to the  
Government of West Bengal.

**ANNEXURE to Letter No 6013-F(Y) dated 17/09/2018**

<b>Venue:</b>			
<b>Conference Hall of Finance Department at 12<sup>th</sup> Floor of Nabanna (Room No-1202)</b>			
<b>Date: 18.09.2018</b>			
<b>Sl.</b>	<b>1<sup>st</sup> Half: 11.00 am-01.30 pm.</b>	<b>Sl.</b>	<b>2<sup>nd</sup> Half: 02.30 pm-05.00 pm.</b>
1.	Animal Resources Development	1.	Health & Family Welfare
2.	Co-operation	2.	U D & M A
3.	Correctional Administration	3.	M S M E & T
4.	FPI & Horticulture	4.	Consumer Affairs
5.	Information Technology & Electronics	5.	Food and Supplies
6.	Industry Commerce & Enterprises	6.	Transport
7.	Public Health Engineering	7.	Information & Cultural Affairs
8.	Self Help Group & Self Employment	8.	Disaster Management & Civil Defence
<b>Date: 19.09.2018</b>			
<b>Sl.</b>	<b>1<sup>st</sup> Half: 11.00 am-01.30 pm.</b>	<b>Sl.</b>	<b>2<sup>nd</sup> Half: 02.30 pm-05.00 pm.</b>
1.	P & A R and e-Governance	1.	Public Works
2.	Labour	2.	Fire and Emergency Services
3.	M A & M E	3.	Backward Classes Welfare
4.	Fisheries	4.	Tribal Development
5.	Irrigation and Waterways	5.	W R I & D
6.	T E T & Skill Development	6.	Agriculture Marketing
7.	Co-operation	7.	Agriculture
8.	Tourism	8.	North Bengal Development
<b>Date: 20.09.2018</b>			
<b>Sl.</b>	<b>1<sup>st</sup> Half: 11.00 am-01.30 pm.</b>	<b>Sl.</b>	<b>2<sup>nd</sup> Half: 02.30 pm-05.00 pm.</b>
1.	Home and Hill Affairs	1.	Environment
2.	Power and N C E S	2.	Law
3.	Sundarban Affairs	3.	Judicial
4.	Housing	4.	Parliamentary Affairs
5.	H E Sc. & Technology & Biotechnology	5.	W C D & Social Welfare
6.	M E E & Library Services	6.	Youth Services and Sports
7.	School Education	7.	Paschimanchal Unnayan Affairs
8.	Forest	8.	Panchayat and Rural Development
		9.	Planning, Stat. & Prog. Monitoring