



# India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

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By E-Mail & Registered Post

Ref No IISTD/NEW/GEM/25-20-802

New Delhi

To  
The Principal Secretary  
Department of Personnel  
Main Building Secretariat, Jaipur (Rajasthan) India

Subject: 3 Days Training Program on GFR 2017, Government e-Market & Latest Manual for Procurement of Goods, Works, Consultancy & Other Services, **Updated June, 2022**

- From 12 to 14 June, 2025 at Hotel Bogmallo Beach Resort, Goa
- [From 24 to 26 July, 2025 at Hotel Deskitsal, Leh](#)
- From 21 to 23 August, 2025 at Shanker, Kathmandu, Nepal
- [From 25 to 27 September, 2025 at Lemon Tree Hotel, Port Blair](#)
- From 29 to 31 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- [From 20 to 22 November, 2025 at Lemon Tree Hotel, Port Blair](#)
- From 10 to 12 December, 2025 at Hotel Olive County Manali
- [From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett](#)
- From 19 to 21 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- [From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa](#)

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.
2. Public Procurement Reforms are one of the top priorities of the present Government. Government e-Marketplace is a very bold step of the Government with the aim to transform the way in which procurement of goods and services is done by the Government Ministries and Departments, Public Sector Undertakings and other apex autonomous bodies of the Central Government.
3. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
  - [Manual for Procurement of Goods \(Updated August, 2024\)](#)
  - [Manual for Procurement of Consultancy & Other Services \(Updated June, 2022\)](#)
  - [Manual for Procurement of Works \(Updated June, 2022\)](#)



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4. Government e-Marketplace (GeM) launched on 9th August 2016, is a one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM is a dynamic, self-sustaining and one-stop e-Marketplace to facilitate on-line procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs to enhance the transparency, efficiency and speed in public procurement while facilitating the government users in achieving the best value for the money.
5. Government e-Marketplace has seen tremendous growth since its inception due to its robust and evolving nature. With over 75,171 Buyer organizations and 6551222 Sellers and Service providers **Government e-Marketplace with its latest 4.0 upgrade is growing rapidly**. This in turn also calls for repeated training sessions to keep the users updated about new changes in the system and also to know about the new benefits the system has to offer. GeM – As per rule 149 of the GFR-2017 procurement of Goods and Services from GeM became mandatory for Ministries/Departments of Central Government. GeM has its own set of procedures for the procurement of Goods & Services available on GeM.
6. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians.
  - To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017
  - To understand how GeM and GFRs 2017 would impact the functioning of your organisation and changes in the procurement process required for compliance.
  - To acquire practical knowledge of the different procurement procedures required under GFRs 2017, GeM and CPP.
  - Acquire practical knowledge of the different procurement procedures under GeM such as Registration of Organization, Creation of User Accounts, Placement of Order for Good & services, Receipt of Goods, CRAC, Bidding and Reverse Auction.

## 6. Course Contents:

### General Financial Rules 2017:

- An overall perspective
- Role of GFRs in Government Procurement
- GFRs 2017 on Procurement of Goods
- GFRs 2017 on Procurement of Services

### Manual for Procurement

- Manual for Procurement of Goods **(Updated June, 2022)**
- Manual for Procurement of Consultancy & Other Services **(Updated June, 2022)**
- Manual for Procurement of Works **(Updated June, 2022)**

### Government e-Marketplace (GeM)

- Overview of GeM and objectives
- GFRs 2017, Rule 149 for GeM
- Workflow and Timeline of GeM
- Authorisation of Primary user and Secondary users
- Registration of Organization



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- Creation of User Accounts on GeM portal and activation
- Important Terms and Conditions for GeM
- Placement of Order for Goods
- Receipt of Goods, accepting the Goods and issuing CRAC on GeM portal
- Procedure for Payment and Payment initiation in GeM
- Creation and finalization of Bid and Reverse Auction on GeM portal

7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

## GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- **Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.**
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri Somveer  
Director (Training)



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