



भारत सरकार, वित्त मंत्रालय

GOVERNMENT OF INDIA, MINISTRY OF FINANCE

आयकर विभाग INCOME TAX DEPARTMENT

कार्यालय मुख्य आयकर आयुक्त

OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX

दूसरा तल, आयकर भवन, डाबा गार्डन्स, विशाखपट्टणम

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F.No.CCIT/VSP/GeM/2019-20

Dated: 05/12/2019

MEMORANDUM

Sub: Training Session on GeM (Government E-Market Place) for AOs/DDOs/Cashiers etc.
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A training session on GeM (Government E-Market Place) is being conducted by this office on 12.12.2019 through the official from GeM at the following venue & time for all the AOs/DDOs, who are working under the budgetary control of the CCIT, Visakhapatnam and dealing with the financial matters, i.e. procurement of goods & services, preparation/processing of bills etc.

Venue	Date & Time
MSTU, 3 rd Floor, Infinity Tower, Sankaramatam Road, Visakhapatnam	12.12.2019 (Thursday) at 02:00PM

2. Hence all the said AOs/DDOs along with their respective Cashiers/staff who deal with the said subject matter and also the Officers/Officials of ZAO, CBDT, Visakhapatnam are required to be present for the said training/meeting in order to acquaint themselves about the procedure to be followed to procure goods & services through GeM which is mandatory, and to get their doubts etc., clarified on the issues pertaining to the subject matter. It may please be noted that the attendance of all the said Officers along with their respective Cashiers/staff etc.. for the said training programme is **mandatory** hence they are requested to attend the same invariably.

3. The other AOs/DDOs etc., of the Income-tax Department who are stationed at Visakhapatnam but not falling under the budgetary control of the CCIT, Visakhapatnam may also attend the said training programme which may be useful to them while dealing the matters related to GeM.



(धीरज पाल)/ (DHIRAJ PAUL)

सहायक आयकर आयुक्त (मुख्यालय) /Asst. Commissioner of Income-tax (Hqrs.)

कार्यालय मुख्य आयकर आयुक्त /O/o Chief Commissioner of Income-tax.

विशाखपट्टणम/Visakhapatnam

Copy to:

1. The Pr.CsIT-1&2/ Pr.CIT(Central)/ CIT(Appeals)-1&2&3/ CIT(DR), Visakhapatnam/CIT(A), Rajahmundry for information.
2. All the Addl. CsIT/JCsIT under the budgetary control of the CCIT, Visakhapatnam.
3. The Zonal Accounts Officer, CBDT, Visakhapatnam.
4. All the AOs/DDOs under the budgetary control of the CCIT, Visakhapatnam.
5. The DD(Systems), O/o the CCIT, Visakhapatnam with a request to display the Memorandum on the Income-tax Department site (<http://www.incometaxhyderabad.gov.in>).