

Ref: GEM/05/26

17.11.2025

WORKSHOP ON GOVERNMENT E-MARKETPLACE (GEM) AT GANGTOK, SIKKIM

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Government e-Marketplace (GeM)** is being organized by NAHRD from **17.05.2026 to 20.05.2026** at Gangtok, Sikkim.

The above-mentioned workshop is for the benefit of officers dealing with purchase procedure, administration, vigilance and finance in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. GeM is completely online and end-to-end integrated e-procurement portal for products and services aiming to promote ease of doing business. Many users are facing a number of issues in using GeM and certain tips for effective use are unknown to many. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Overview of Public Procurement
- Manual Procurement vs. e-Procurement
- GeM: Introduction, registration, formalities and procedure
- GFR Rule 149 for GeM
- Procurement cycle and payment procedure in GeM
- Placement of order for goods and services on GeM
- Special conditions for parties under GeM
- Receipt of Goods
- Bidding and reverse auction
- Complications and latest developments in GeM

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc. Hands on experience on the GeM portal will also be provided.

Subject Experts having practical working knowledge and experience on the subject will be invited as faculty for the present workshop.

NAHRD's workshops have consistently received strong appreciation from senior officers and professionals across a wide spectrum of Ministries, Regulators, PSUs, Financial Institutions, and Academic Bodies. Participants have included officers from key Ministries such as Agriculture, Road Transport & Highways, and Commerce & Industry; premier regulators including the Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), and TRAI; leading PSUs such as Coal India Ltd., Indian Oil, BPCL, ONGC, NHPC, HAL, and Bharat Dynamics Ltd.; major banks and financial institutions including State Bank of India, Bank of Baroda, Punjab National Bank, NABARD, EXIM Bank, and IDBI Bank; as well as renowned institutions like IITs, NITs, IIMs, Delhi University, and national bodies such as ISRO, Election Commission of India, DMRC, and BSF. This wide and diverse participation underscores NAHRD's credibility, relevance, and trusted role in capacity building across the public sector ecosystem.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 60,000/- plus GST @ 18% per participant

Non-Residential - Rs. 50,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: 4-star property at Gangtok (details will be provided one week before the workshop)

Check In- 17.05.2026 (02:00 P.M.) **Check Out-** 21.05.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 18.05.2026 and will conclude at 5:30 P.M. on 20.05.2026. However, there will be an introductory session on 17.05.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. **A/c No.** 8912179265

IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **28.04.2026**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD