

**NO.G.17014/1/2021-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**

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**OFFICE ORDER**

*Dated Aizawl, the 7<sup>th</sup> July 2023*

In supersession of this Department's Order of even no. dated 08.04.2021, GeM Procurement Committee under Government e-Marketplace (GeM Portal) for General Administration Department is hereby constituted with the following composition and with immediate effect :-

Chairman	:	Commissioner & Secretary, GAD
Member - Secretary	:	Joint Secretary, GAD
Members	:	Deputy Secretary (G), GAD Under Secretary (G), GAD Superintendent (G), GAD

The terms of reference of the GeM Procurement Committee shall be as follows:

1. It shall make recommendations to the Procuring Authority for purchase of goods online through the GeM portal.
2. It will decide in specification of the goods to be purchased and will be responsible to oversee online search, bidding process and placing order of goods from the GeM portal.
3. The Chairman may invite any other responsible officials to assist in the deliberation of the GeM Procurement Committee as an Invitee.
4. The absence of only one member of the GeM Procurement Committee in its meeting shall not invalidate the proceedings of the Committee.

**Sd/- K. LALTHAWMMAWIA**

Commissioner & Secretary to the Government of Mizoram  
General Administration Department

**Memo No.G.17014/1/2021-GAD** : **Dated Aizawl, the 7<sup>th</sup> July 2023**

Copy to:-

1. Under Secretary, Finance Department (EC)
2. All members, GeM Procurement Committee
3. Website Manager, GAD
4. Guard File

  
**(V. ZAITHANMAWIA)**

Deputy Secretary to the Government of Mizoram  
General Administration Department