

No. EDN-H(4) 3 (C) Budget 2018-19 (GeM)  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1.

शिक्षा निदेशालय उत्तर

Dated Shimla-1 the August, 2019

27 AUG 2019

To

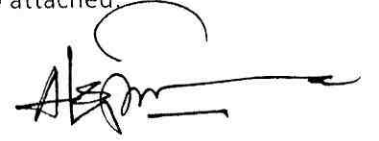
All the Heads of Institutions of  
Govt. Colleges, DDHEs/SCERT/NCC Hqtr/ Libraries/GSSS/GHS  
Himachal Pradesh.

Subject :-

Regarding opening of GeM Sub Account in State Bank of India.

Sir,

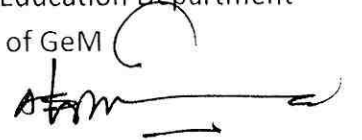
It has been observed by the undersigned that some of DDOs are visiting personally to this Directorate for authorisation to open Sub account of GeM in State Bank of India. In this connection it is intimated that as per guidelines for GeM issued by Directorate of Industries on dated 6.3.2018, Controller of Stores has opened a State General Pool Account (SGPA) with the State Bank of India under which each DDO have to open a sub account to make transactions on GeM Portal. Each DDO will place funds in advance in this account to make payments on receipt of Goods & service within 10 days. In this context I hereby, in general authorise all the DDOs who are registered or being registered as secondary user on GeM portal under the undersigned (Primary user) to open a sub account of GeM in State Bank of India. The proforma for opening of account is also attached.



(Dr. Amrjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh  
E mail: [dhe.sml-hp@gov.in](mailto:dhe.sml-hp@gov.in)  
Tel No.0177-2656621

Copy is forwarded for information and necessary action to:-

1. The Director of Industries, Himachal Pradesh, Shimla-1.
2. Sh. Ramesh Kumar Negi, Chief Manager, State Bank of India, H.P. Secretariat Branch, Shimla east-171002 Branch Code- 50204 IFSC Code SBIN0050204, Email: [sbi.5204@sbi.co.in](mailto:sbi.5204@sbi.co.in), (Contact No. 0177-2626212) with the request to issue instructions to all the Branches in the State to accommodate DDOs under Higher Education Department who have been registered /will be registered to open sub account of GeM



Director Higher Education  
Himachal Pradesh

Copy to IT cell with the request to upload on Dept.  
website.

Ullh

The Manager,  
State Bank of India,

Letter No  
Dated:...../...../2018

**Subject : Regarding opening of Sub Account under  
State Government e-Marketplace (GEM) Pool Account (SGPA)**

Sir,

This is in reference to letter received from director industry department letter no. Ind/SP/Misc/F/6-10/04/80-Vo-I V dated 06-03-2018.

In this context it has been stated that this office has been registered under GeM as a buyer /PAO/ and a sub account for Gem has to be open in your branch, information regarding account is as under:

(Please write in capital Letter only)

Name of Department	Name and address of office	Name of the authorized person to operate account	Designation of authorized person to operate account	DDO Code No.	TAN No. of DDO	Contact Mobile and Phone No.	Official Email id of the office registered with Gem

**Specimen Signature of DDO**

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So you are requested to open the Sub Account for this office.

Yours Faithfully

(Signature with Seal)

Name of HOD/DDO.....

Designation .....