

Government of West Bengal
Finance Department
Audit Branch, Group T
(E- 1539777)

Memo No: 3557-F(Y)

Date: 23.09.2026

MEMORANDUM

SUB: Mandatory Procurement of Goods and Services through Government e-Marketplace (GeM)

Finance Department has, for some time past, been contemplating about making it mandatory for all offices under administrative control of the Government of West Bengal, to procure the Goods/Services which are available in GeM, only through the GeM.

In view of the above, it is imperative that all procurement agencies under the control of the State Govt. are integrated with the GeM platform to ensure transparency, efficiency, and economy in public procurement.

Accordingly, the Heads of all Departments and Subordinate Offices are hereby requested to take immediate and suitable administrative action to onboard their respective departments/ offices/ organizations onto the GeM portal.

The entire onboarding process must be completed within the next **three (3) months** from the date of issuance of this Memorandum.



(P K Mishra, IAS)

**Additional Chief Secretary
to the Govt. of West Bengal**

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Director, _____
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata – 700087.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata – 700087.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
12. Commissioner, _____ Division, _____
13. District Magistrate / District Judge / Superintendent of Police, _____
14. Sub-Divisional Officer, _____
15. Treasury Officer, _____
16. Block Development Officer, _____
17. Group _____ / _____ Branch, Finance Department.
18. Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Joint Secretary to the
Government of West Bengal