

राष्ट्रीय विज्ञान संग्रहालय परिषद  
**NATIONAL COUNCIL OF SCIENCE MUSEUMS**  
(संस्कृति मंत्रालय, भारत सरकार/MINISTRY OF CULTURE, GOVT.OF INDIA)  
कोलकाता/KOLKATA -700091

सं-आई/I-13019/1 /2385

दिनांक/Dated: 08.02.2023

**कार्यालय ज्ञापन/OFFICE MEMORANDUM**

In order to adopt procurement of common use goods and services such as Maintenance & Upkeep, Gardening, Security, Cafeteria, Souvenir Counter, Job Outsourcing, Ticketing etc. as per Rule 149 of GFR, 2017 uniformly in all national level Museums & Centres and its satellite units under the administrative control of NCSM, following decisions have been taken:

1. To implement above said activities through GeM Portal with immediate effect;
2. To create new GeM IDs in the name of officials in National Level Museums/Centres and its Satellite Units so as to commence purchases and avail various services through GeM Portal at the earliest;
3. To identify one or two officials in all national level Science Museums/Centre under NCSM for handling purchases and avail various services through GeM Portal in respect of satellite units under the control of the respective national level Science Museums /Centre.

Necessary action for creation of GeM IDs and for implementation of purchase of common use goods and avail various services through GeM Portal shall be taken by all national level Museums/Centre & its satellite units under NCSM immediately in consultation with the Nodal Officer (DDG, NCSM) and the undersigned.

This issues with the approval of Competent Authority, NCSM.

(सुब्रत कुमार मिश्रा/ Subrata Kumar Mishra)

सचिव /Secretary

To:

- 1) PPS to DG, NCSM
- 2) DDG, NCSM
- 3) Directors of all NCSM units
- 4) Sr. CoFA, NCSM
- 5) CEO, NCSM
- 6) SE, NCSM
- 7) CoAs'/DyCoAs' of all NCSM units
- 8) PCs'/DSOs' of all RSC & DSC of NCSM
- 9) PRO, NCSM & Hindi Cell
- 10) Purchase Section of all NCSM units
- 11) Office copy