



West Bengal State Electricity Distribution Company limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091
CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No: 2500

Dated: 22-08-2025

Sub: New Procedure for Creation of Account in Govt.-e-Marketplace (GeM) Portal

In view of recent changes introduced by GeM, it is hereby notified that:

1. For creation of any new account in GeM Portal as *Secondary User* (Buyer / Consignee / PAO), a **name-based mail ID under @wbsedcl.in domain mapped with the official's personal mobile number** is mandatory.
2. Concerned officials shall obtain such mail ID from IT Cell by submitting request through *e-Office* duly forwarded by their Controlling Officer to CE(IT), clearly mentioning personal mobile number. Inactive mail IDs must also be re-activated through the same process.
3. After obtaining the active mail ID, the same shall be forwarded to gem@wbsedcl.in in the prescribed format (Annexure-II(Modified) of O.O. No. 2131 dated 28.03.2022) for creation / transfer of account. The GeM Team (O.O. No. 2016 dated 10.08.2021), headed by Sri T. K. Adak, Addl. CE & Nodal Officer, GeM, will intimate the concerned office upon creation/transfer of account.
4. Existing Secondary Users with "@gembuyer.in" mail IDs mapped with personal mobile numbers need not obtain "@wbsedcl.in" mail IDs if their role remains unchanged.
5. Controlling / concerned officers must immediately intimate IT Cell and Nodal Officer, GeM, for **deactivation of mail ID and GeM account** of officials who have retired, resigned, or been suspended.
6. IT Cell shall deactivate the mail ID, and Nodal Officer (GeM) shall deactivate the account and communicate the same to GeM.

7. Scenarios for Clarity:

- **Case A: New Secondary User** → Obtain new @wbsedcl.in mail ID (mapped with personal mobile no.) and send it to gem@wbsedcl.in for account creation.
 - **Case B: Inactive @wbsedcl.in mail ID** → Reactivation of inactive name base e-mail ID.
 - **Case C: Existing User with "@gembuyer.in" mail ID and mapped with personal Mobile Number** → No new mail ID required if role remains unchanged. Account can be transferred to new office with existing ID.
 - **Case D: Retirement / Resignation / Suspension** → Deactivation of mail ID and GeM account and intimation to GeM.
8. ERP-based automated triggered notification to IT Cell and Nodal Officer (GeM) will be implemented in due course.

All concerned are requested to follow the above instructions **with immediate effect**.

Enclo- Annexure-II (Modified).


(A.K. Katua)
Director (HR)

Distribution:

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation),WBSEDCL.
2. Adviser(S&V),WBSEDCL
3. Adviser(S&V), WBSEDCL
4. Executive Director: (Distribution)/ (Projects)/(Commercial),WBSEDCL.
5. Officer on Special Duty, WBSEDCL.
6. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
7. ChiefEngineer:P&E/Projects-I/Project-II/Project-III/Project-IV/Commercial/Hydel/
EMD/PTP/SafetyRegulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel./Communication/
Corp.Monitoring,WBSEDCL
8. Chief Engineer (IT),WBSEDCL- **with request for uploading this Circular in the Website of the Company**
9. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL
10. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
11. General Manager(F&A): Corp.Planning/IA/Operation, WBSEDCL.
12. Company Secretary, WBSEDCL.
13. Chief Vigilance Officer, WBSEDCL.
14. Chief Medical Officer, WBSEDCL.
15. Chief Security Officer, WBSEDCL.
16. Chief Land Officer, Land Acquisition Cell, WBSEDCL.
17. Advisor, Liaison Office, New Delhi, WBSEDCL.
18. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
19. Addl. Chief Engineer, S&LP/DSM Cell, WBSEDCL
20. Addl. Genl. Manager (HR&A):SSC/CLM/Corp./ES&ER-I/Dist./Legal/Vigilance/ES&ER-II/PTP/PSPD/Common
Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell,WBSEDCL.
21. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims Hydel/Dist./Project-
IV/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL
22. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
23. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL
24. **Zonal Manager:** Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL.
25. **Project Manager:** Siliguri/ Raiganj/ Berhampur/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/
Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah- Hooghly/Suri/RE
Project,WBSEDCL.
26. **Regional Manager :** North 24-Parganas/ South 24-Parganas/ Bidhannagar /Howrah /Hooghly/ Purba Bardhaman/
PaschimBardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Jhargram/Bankura/ Purulia/ Nadia/
Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/Kalimpong/ Alipurduar/ Coochbehar
Region, WBSEDCL.
27. **Divisional Manager:** Behala/ Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/
Howrah-II/Uluberia/Barrackpore/ Naihati/ Barasat/ Basirhat/ Habra/ Bongoan/ Serampore/ Singur-Haripal/
Tarakeswar Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/
Asansol/ Suri/ Rampurhat/ Bolpur/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/Bankura/ Bishnupur/
Purulia/ Raghunathpur/ Kalyani/ Krishnagar/ Tehatta/ Berhampur/ Kandi/ Raghunathganj/
Malda/Gajol/Chanchol/Jalpaiguri/ Domkal/ Jiaganj/ Alipurduar/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri
Suburban/ Kurseong/ Islampur/ Kalimpong/ Mal/ Mathabhanga/ Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/
Kakdwip/ Bhangar/ New Town/ Balurghat/ Buniadpur/Islampur/Raiganj/Ranaghat Division, WBSEDCL. **They are
requested to circulated the same to the Station Manager under their respective jurisdiction .**
28. Sr. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director
(Projects)/Director (Generation)/ ED(Distribution)/(Commercial)/(Projects), WBSEDCL.

Annexure -II (Modified)

Information required for Creation or Deactivation of account in GeM portal as Secondary Users.

Sl. No.	Role in GeM	Name of the official	Designation	Individual E-mail ID ##	Mobile No. mapped with email id	Office with complete address including PIN of Post Office	Landline Telephone No. with STD code of Office
1	Buyer (HOD)						
2	Consignee-I Of the Unit/Office						
3	Consignee-II Of the Unit/Office						
4	Paying Authority(DDO) of the Unit/Office						

**** Separate table for Deactivation of existing account and Creation/transfer of new account in GeM should be sent to gem@wbsecl.in**

N.B. Separate individual E-mail ID (name based “@wbsecl.in” or existing “@gembuyer.in” mapped with personal mobile number only are to be provided here which are required during creation and activation of individual account against each role of the above officials