PRASARNET GeM User Manual

1. URL for PRASARNET GeM portal is : **http://airhq.air.org.in/prasarnet**

2. Go To the Login page as shown below:
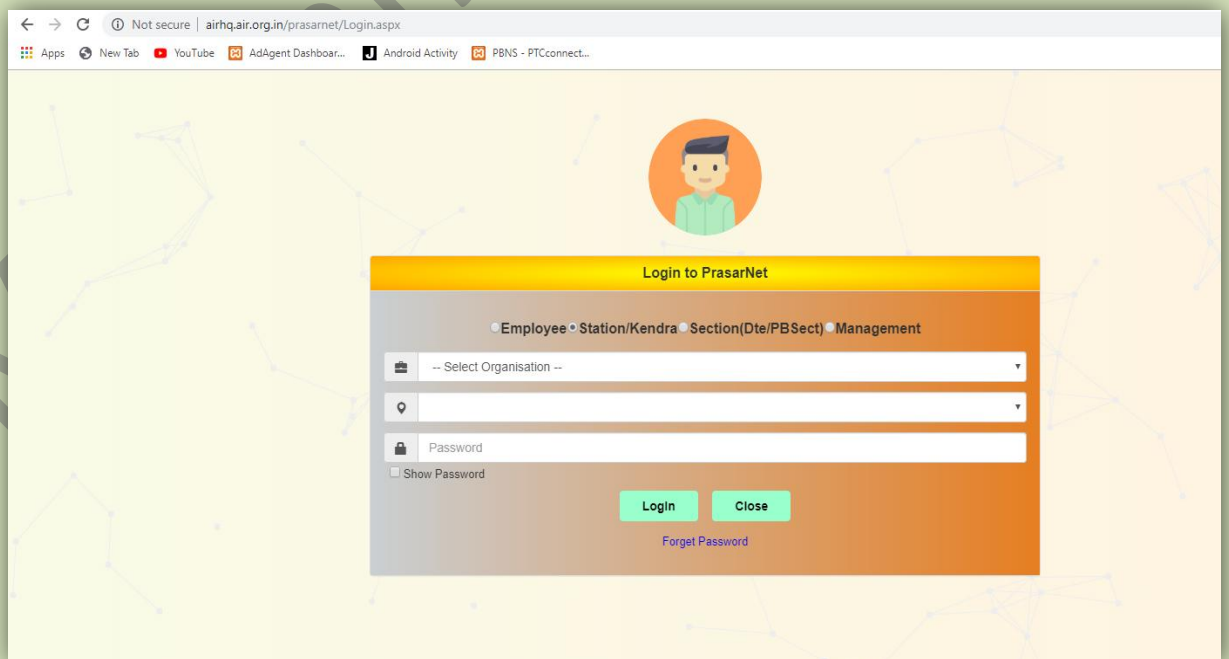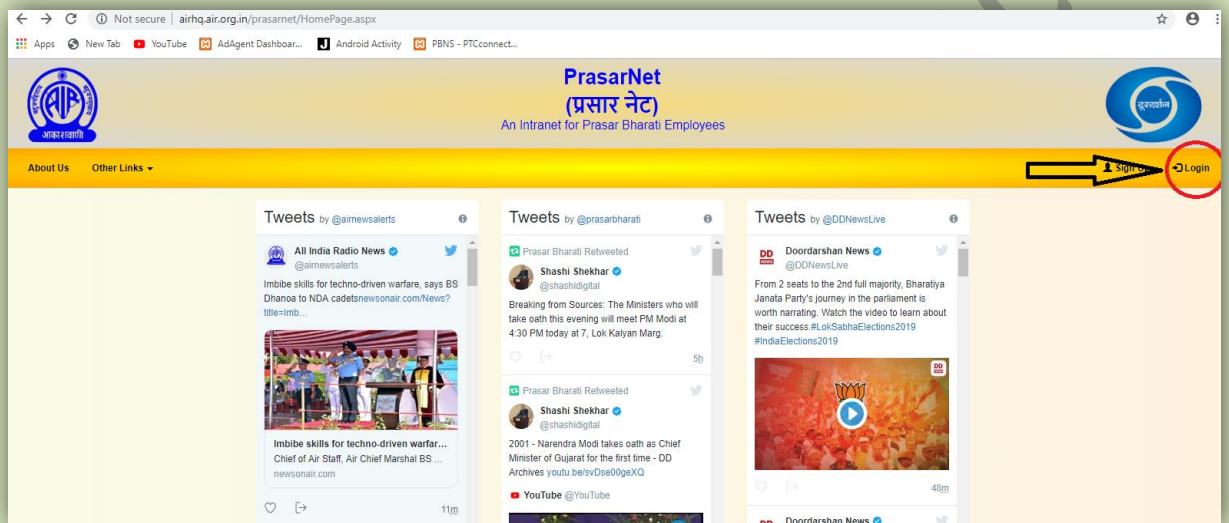
3. Stations will Login using the **Station/Kendra** radio button and using the same password which they have been using for HRIS Login.

   Sections (DG:AIR, DG:DD, PB Secretariat) will Login using the **Section(Dte/PBSectt.)** radio button and password same as used for logging in to AIRNET.

4. After Login, Click on **GeM Statements** option

A. **Guidelines for Stations/Kendras:**

1. Your default page for GeM Procurement will have your Station Name on top right side, and your linked DDO on top left side of the page.

You can also edit your Linked DDO using the Link provided.

2. Select Month and Financial Year and Click Next.
3. Fill the all the required GeM related details in the Form displayed.
   Note: All fields are mandatory. Enter the desired figures (such as 0) wherever applicable.

Click Submit button to proceed.

4. After Successful submission of data you can view all your filled detail on next screen.
   You can also edit the submitted entries using the option provided.
   Click on **Forward this record to Directorate** for final submission.

After Final Submission, the submitted details are shown, which are Non- Editable.
You can take the print of the filled details using the Print option.

B. Guidelines for GA Section/Admin(Dte):

1. Procedure for filling GeM Procurement data is same as for Stations/Kendras explained above.
2. To generate GeM related reports click **GeM procurement Reports** link.
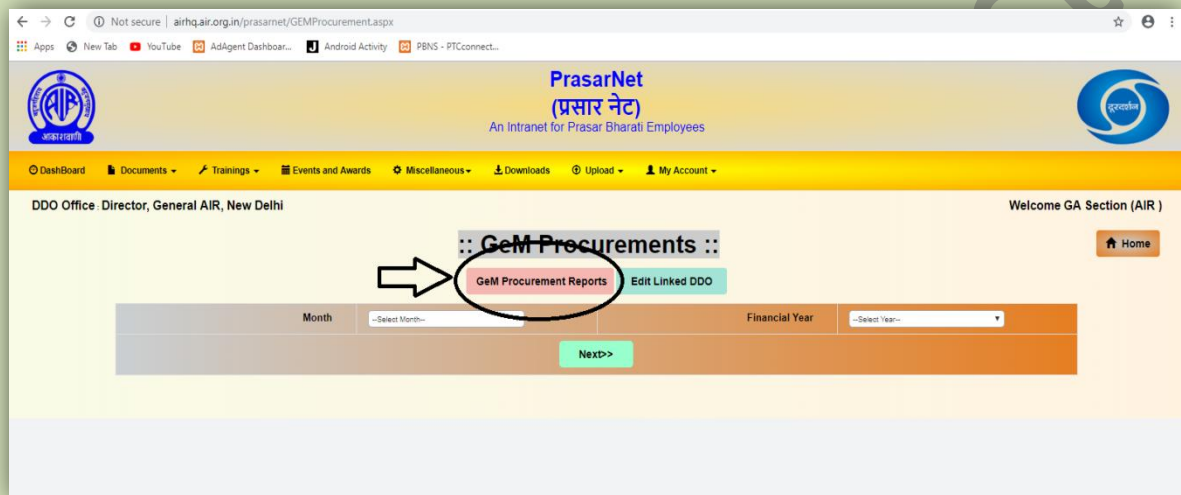
3. You can see your Section Name on top right corner of the screen

4. The Reports page have four options as shown below:

5. To forward the reports to Prasar Bharati Secretariat click on **Escalate the Reports** link, select relevant month and year, and finally click on **Fetch Records**. You can also take the print out of the reports.

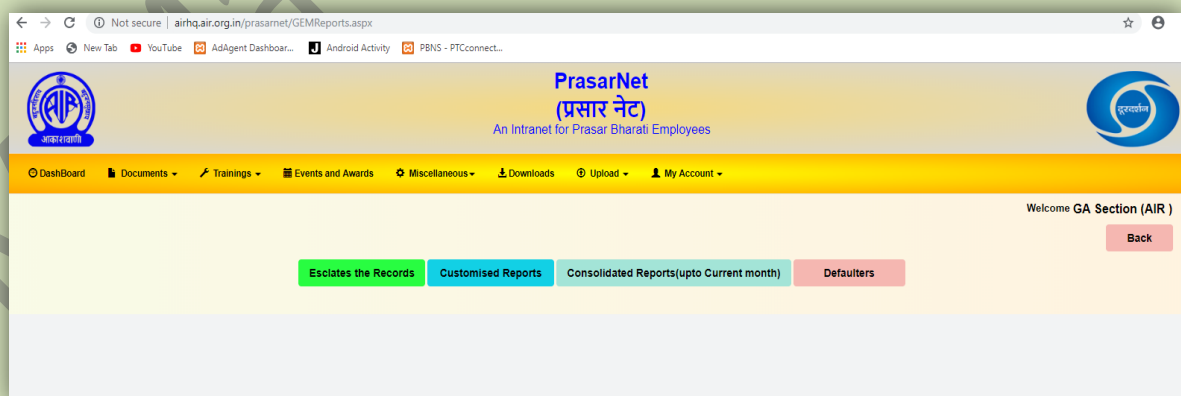6. The page also shows you the Number of Defaulters who has not submitted the reports till date and also the number of stations who have successfully submitted the reports to their respective directorate.

7. Finally click **Forward to PBSectt** to forward the records to Prasar Bharati Secretariat.

8. **Customised Reports** option gives you the facility to generate specific reports using filter options provided.

9. Reports upto current month can be generated using **Consolidated Reports** option.

10. Total list of defaulters along with their Station Name can be seen using the **Defaulters** option.

C. **Guidelines for GA Section(PBSectt):**

1. On GeM Procurement page, you can see your DDO Office name and Section Name on top left and right corner respectively.

2. Procedure for filling GeM Procurement data is same as for Stations/Kendras/Dte explained above.

3. To generate reports click on **GeM Procuremenr Reports.**

4. Customised Reports option gives the facility to generate specific reports using search filters provided.

5. Reports upto current month can be generated using **Consolidated Reports** option.

6. Total list of defaulters along with their Station/Section Name can be seen using the **Defaulters** option.

7. Print out for any report can also be taken using the Print option provided.