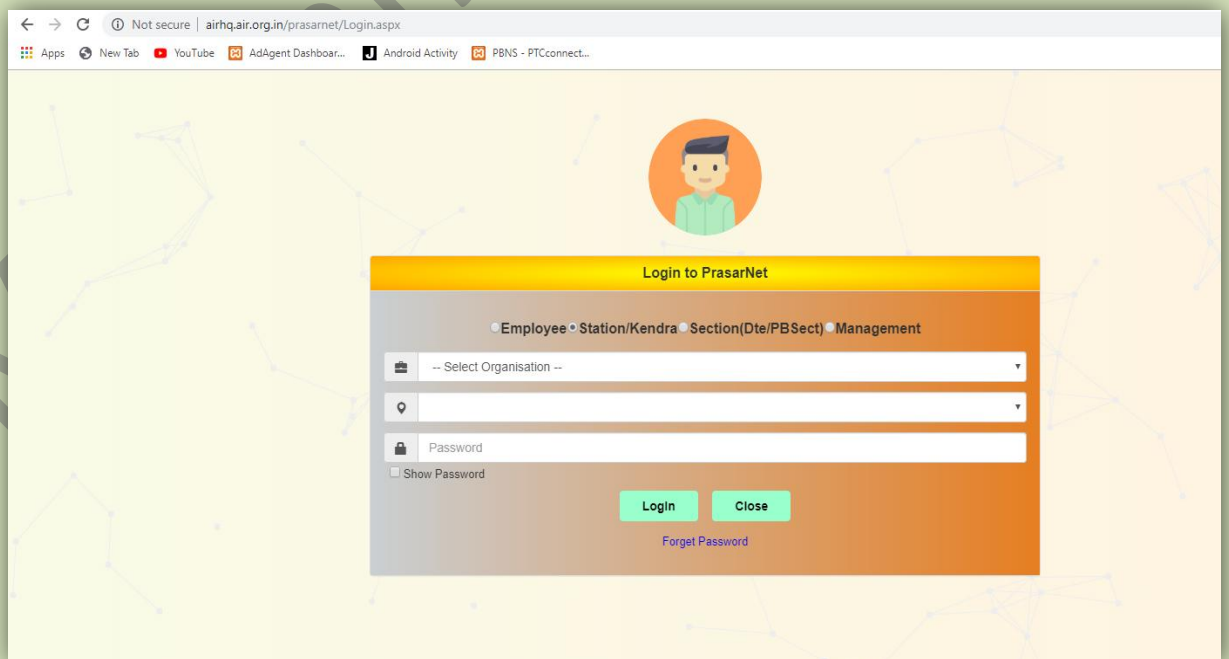
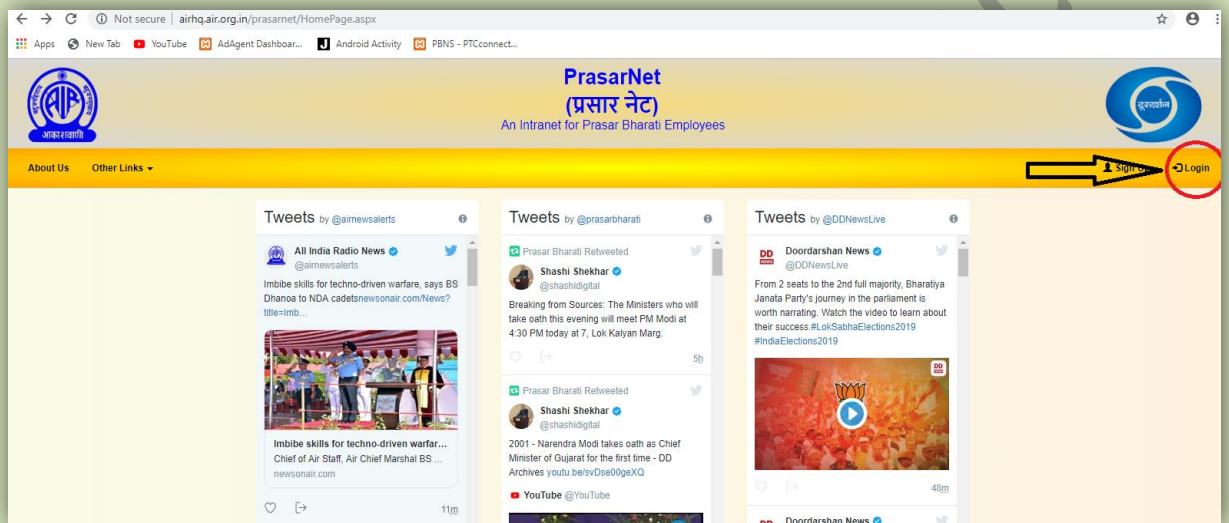


PRASARNET GeM User Manual

1. URL for PRASARNET GeM portal is : <http://airhq.air.org.in/prasarnet>
2. Go To the Login page as shown below:



- 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.

- After Login, Click on **GeM Statements** option

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Man is made by his belief. As he believes, so he is.
- Srimadbhagwadgita -

What's New

S.No.	Uploaded By	Title/Subject	Order-No.	Dated
1	AIR - MUMBAI, CSU - MKTG.	CSU RN MESSAGE 30 Uploaded On : 30-May-2019 , Doc-Category : RNMessages	RN MESSAGE 30	30-May-2019
2	AIR - MUMBAI, CSU - MKTG.	SUPPLEMENTARY CSU RN 30/05/2019 Uploaded On : 30-May-2019 , Doc-Category : RNMessages	RN MESSAGE 30	30-May-2019
3	AIR-P-I	Additional information pertaining to swearing in ceremony broadcast Uploaded On : 30-May-2019 , Doc-Category : RNMessages	24/3/2019-P1	30-May-2019
4	AIR-S-II	DPC for the post of AO for the year 2019-reg Uploaded On : 30-May-2019 , Doc-Category : Circulars	A-12011/03/2019-S.II	30-May-2019
5	AIR-S-III	Revision of Senoirty LIST of JAG of IBES in compliance of CAT Order Uploaded On : 30-May-2019 , Doc-Category : Promotions	1-3-2019-438	30-May-2019
6	AIR & DD - NABM(T)-DELHI - NBU/Off.	Nominations for the training programme Antenna, ATU and Mast in AIR for AE/SEA/EA (AIR) rescheduled from 22-26 July (earlier it was 1-5 July, 2019) at Rajkot Uploaded On : 30-May-2019 , Doc-Category : TrainingCallLetters	NABM/TC/193716/AOI/2019	30-May-2019

GeM Statements

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.

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DDO Office: Stn.Director,AIR, Aizwal

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:: GeM Procurements ::

Edit Linked DDO

Month: Apr Financial Year: --Select Year--

Next>>

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.

Month: Apr Financial Year: 2019-2020

Next>>

New Entry

1. Total No. of Orders/Contracts Placed for Goods and Services(Inc GeM & Non-GeM)	2. Total Contract Value for Total Orders Placed Inc. GeM & Non-GeM (In Rs)	3. Number of Order Placed Through GeM	4. Total Amount Of Procurement (On GeM) (in Rs)
5. Payments made for Total No. of Orders/Contracts placed for Goods & Services (Inc. GeM & Non-GeM) (in Rs)	6. Payments made for Total No. of Orders/Contracts placed for Goods & Services (only GeM) (in Rs)	7 (a).i. Number Of GeM Orders against which payments are affected within 10 Days Of CRAC	7 (a).ii. Payments made for Number Of GeM Orders against which payments are affected within 10 Days Of CRAC (in Rs)
7 (b).i. Number Of GeM Orders against which payments are affected within 20 Days Of CRAC	7 (b).ii. Payments made for Number Of GeM Orders against which payments are affected within 20 Days Of CRAC (in Rs)	7 (c).i. Number Of GeM Orders against which payments are affected within 30 Days Of CRAC	7 (b).ii. Payments made for Number Of GeM Orders against which payments are affected within 30 Days Of CRAC (in Rs)
8. Number Of GeM Orders declined by Seller	9. Number Of GeM Orders accepted by Seller but not Delivered in expected Time	10. Number Of Rejection due to Inferior/NonConfirming Supplies	11. Number Of incidents raised against Sellers
12. Number Of Incidents resolved/closed out(Out of mentioned in previous row entry)	13. Number Of Incidents raised by sellers against Deptt.	14. Number Of Incidents resolved/closed out(Out of mentioned in previous row entry)	15. Any other matter of relevance

Submit Clear

Click Submit button to proceed.

- 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.

Month: Apr Financial Year: 2019-2020

Next>

:: Entry Details ::

Forward this record to Directorate

Edit	S.No.	Total No Of Orders Placed(Inc GeM & Non-GeM)	Total Contract Value(In Lakhs)	No. Of Orders Placed through GeM	Total Amount of Procurement (ON GeM)	Payments made for total No of Orders(In Lakhs)	Payments made against the Orders placed through GeM(In Lakhs)	Number Of GeM Orders against which payments are affected within 10 Days Of CRAC (with Amount)	Number Of GeM Orders against which payments are affected within 20 Days Of CRAC (with Amount)	Number Of GeM Orders against which payments are affected within 30 Days Of CRAC (with Amount)	No Of GeM Orders Declined By Seller	No of Orders accepted by seller but not delivered within expected time	No of rejection due to non-confirming supplies	No of Incidents Raised against Seller & Resolved	No of Incidents Raised By Seller & Resolved	Any other Matter of Relevance
	1	5	2000000.00	5	6000000.00	600000.00	600000.00	Number : 5 Amount : 5.00	Number : 5 Amount : 5.00	Number : 5 Amount : 5.00	5	5	5	Incidents Raised : 5 Incident Resolved : 5	Incidents Raised : 5 Incident Resolved : 5	0

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.

airhq.air.org.in/prasarnet/GEMP: x

airhq.air.org.in/prasarnet/GEMPProcurement.aspx

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Month: Apr Financial Year: 2019-2020

Next>

Data inspect of selected month and year already submitted and forwarded to directorate

:: Entry Details ::

Print

S.No.	Total No Of Orders Placed(Inc GeM & Non-GeM)	Total Contract Value(In Lakhs)	No. Of Orders Placed through GeM	Total Amount of Procurement (ON GeM)	Payments made for total No of Orders(In Lakhs)	Payments made against the Orders placed through GeM(In Lakhs)	Number Of GeM Orders against which payments are affected within 10 Days Of CRAC (with Amount)	Number Of GeM Orders against which payments are affected within 20 Days Of CRAC (with Amount)	Number Of GeM Orders against which payments are affected within 30 Days Of CRAC (with Amount)	No Of GeM Orders Declined By Seller	No of Orders accepted by seller but not delivered within expected time	No of rejection due to non-confirming supplies	No of Incidents Raised against Seller & Resolved	No of Incidents Raised By Seller & Resolved	Any other Matter of Relevance
1	5	2000000.00	5	6000000.00	600000.00	600000.00	Number : 5 Amount : 5.00	Number : 5 Amount : 5.00	Number : 5 Amount : 5.00	5	5	5	Incidents Raised : 5 Incident Resolved : 5	Incidents Raised : 5 Incident Resolved : 5	0

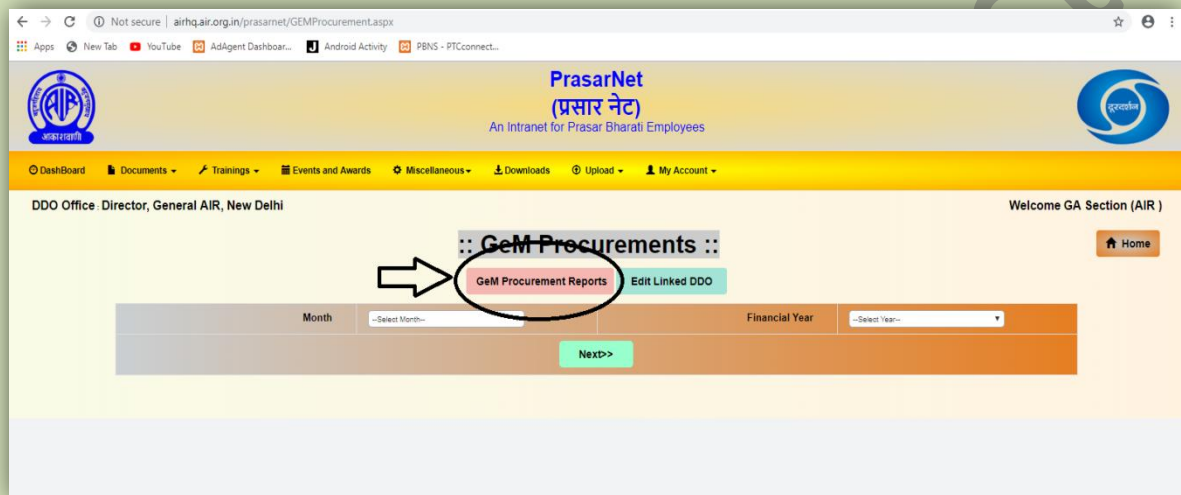
Personal Accident....ht... DomesticTravel-2....html

Show all

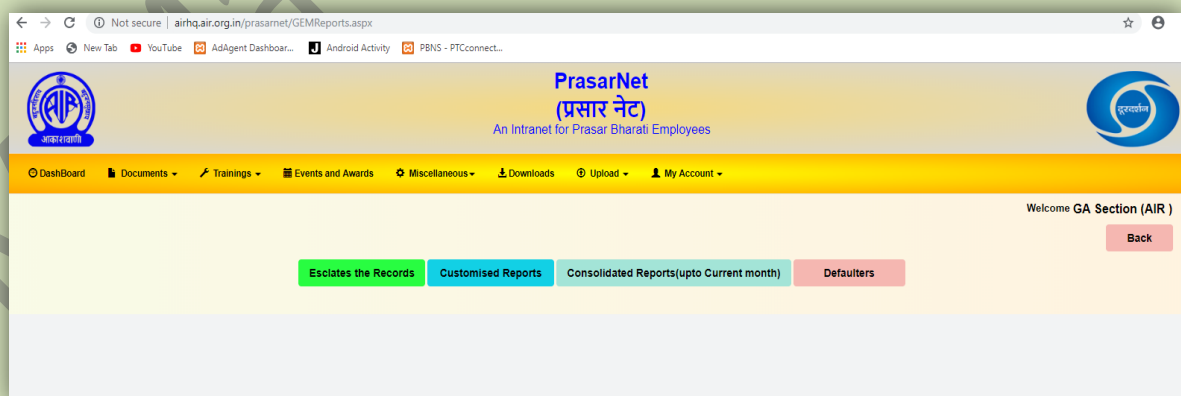
ENG 10:55 AM INTL 5/31/2019

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:



- 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.
- 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.
- Finally click **Forward to PBSeCt** to forward the records to Prasar Bharati Secretariat.

GeM Procurement Statement(s) ::

Forward to PBSeCt

No. Of Defaulters: 493 No. Of Units Submitted the Reports: 3

S.No.	Month/Year	Total No Of Orders Placed(Incl GeM & Non-GeM)	Total Contract Value(In Lakhs)	No. Of Orders Placed through GeM	Total Amount of Procurement (ON GeM)	Payments made for total No of Orders(In Lakhs)	Payments made against the Orders placed through GeM(In Lakhs)	Number Of GeM Orders against which payments are affected within 10 Days Of CRAC (with Amount)	Number Of GeM Orders against which payments are affected within 20 Days Of CRAC (with Amount)	Number Of GeM Orders against which payments are affected within 30 Days Of CRAC (with Amount)	No Of GeM Orders Declined By Seller	No of GeM Orders accepted by seller but not delivered within expected time	No of rejection due to non-confirming supplies	No of Incidents Raised against Seller & Resolved	No of Incidents Raised By Seller & Resolved
1	Apr/2019-2020	0	0.00	0	0.00	0.00	0.00	Number : 0 Amount : 0.00	Number : 0 Amount : 0.00	Number : 0 Amount : 0.00	0	0	0	Incidents Raised : 0 Incident Resolved : 0	Incidents Raised : 0 Incident Resolved : 0

- Customised Reports** option gives you the facility to generate specific reports using filter options provided.
- Reports upto current month can be generated using **Consolidated Reports** option.
- Total list of defaulters along with their Station Name can be seen using the **Defaulters** option.

Select Month/Year

Month: Year:

[Fetch Records](#)

:: Defaulter Unit(s) ::

[Print](#)

No. Of Defaulters: 493 No. Of Units Submitted the Reports: 3

S.No.	Defaulter Section/Station(s)
1	AIR-NONGSTON(CRS)
2	AIR-WILLIAMNAGAR(CRS)
3	AIR-SAHJ(CRS)
4	AIR-MON(CRS)
5	AIR-TUENSAW(CRS)
6	AIR-Septal(LPT RELAY)
7	AIR-DAVANAGERE(RELAY)
8	AIR-KASARAGOD(RELAY)
9	AIR-MANDSAUR(RELAY)
10	AIR-MANDSAUR(RELAY)

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.

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DDO Office: Prasar Bharti Release Section Welcome GA Section (PB)

GeM Procurements

[GeM Procurement Reports](#) [Edit Linked DDO](#)

Month: Financial Year:

[NextD>](#)

2. Procedure for filling GeM Procurement data is same as for Stations/Kendras/Dte explained above.
3. To generate reports click on **GeM Procurement Reports**.
4. Customised Reports option gives the facility to generate specific reports using search filters provided.

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Welcome GA Section (PB)

Back

Customised Reports Consolidated Reports(upto Current month) Defaulters

Filter Records

Organisation Uploaded By Section/Station Month Year DDO

Fetch Records

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.

Back

Select Month/Year

Month Year

Apr 2019-2020

Fetch Records

:: Defaulter Unit(s) ::

Print

No. Of Defaulters: 825 No. Of Units Submitted the Reports: 2

S.No.	Defaulter Section/Station(s)
1	AIR-NONGSTON(CRS)
2	AIR-WILLIAMNAGAR(CRS)
3	AIR-SAKHA(CRS)
4	AIR-MOH(CRS)
5	AIR-TUENSANG(CRS)
6	AIR-Stepa(LPT RELAY)
7	AIR-DIVANGERE(RELAY)
8	AIR-KASARAGOD(RELAY)
9	AIR-MANDSAUR(RELAY)

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