

Disclosure under Section 4(1)(b) of the Right to Information Act 2005 Part-1

| Sl. No. corresponding to Self Appraisal to be submitted on RTI portal . | Section | Description | |
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| 1.1.1 to 1.1.6 | Section 4(1)(b) (i) of RTI Act 2005 | Particulars of organization, functions and duties | Published in the GeM portal as <i>Introduction to GeM and Vision, Mission and values</i> . Visit- https://gem.gov.in/aboutus |
| 1.2.1 to 1.2.5 | Section 4(1)(b)(ii) of RTI Act 2005 | Powers and duties of officers and employees | Power & Duties of the Board of Directors are as per Articles of Association (AOA). Further the power and duties of the employees are delegated by the CEO as per the need under allocation of work (Copy of AOA is available at Sr. No. 6 under “Important Documents” under Right to Information). |
| 1.3.1 to 1.3.5 | Section 4(1)(b)(iii) of RTI Act 2005 | Procedure followed in the decision making process, including channels of supervision and accountability | <p>The decision making is in accordance with the approved organization structure. The policy level decisions are taken by the Board of Directors. The operational decisions are taken by the CEO in consultation with the senior management in terms of the delegation of powers approved by the Board.</p> <p>The SPV has appointed an Internal Auditor and is also under the Audit jurisdiction of the Comptroller & Auditor General of India.</p> |
| 1.4.1 to 1.4.5 | Section 4(1)(b)(iv) of RTI Act 2005 | Norms set by for the discharge of functions | GeM has procedures & guidelines in the form of MOA, AOA and Delegation of Powers etc. with a view to ensure compliance of provisions, rules, regulations, and the guidelines issued time to time by the Department of Commerce, Ministry of Finance (its Administrative Ministry) and Department of Expenditure, Ministry of Finance. (Copy of MOA, AOA is available at Sr. No. 6 & 7 under “Important Documents” under Right to Information). |
| 1.5.1 to 1.5.4 | Section 4(1)(b)(v) of RTI Act 2005 | Rules, regulations, instructions, manuals and records, held by or under the control or used by employees for discharging | <p>GeM is an online portal, providing procuring services to Government entities. The process flow is designed as per Procurement rules. The terms and conditions are as per the Procurement rules. These are made available in the portal- https://gem.gov.in/support/terms_conditions</p> <p style="text-align: center;">May also visit- https://gem.gov.in/support/gem_handbook/?lang=english</p> |

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| | | functions. | |
| 1.6.1 to 1.6.2 | Section 4(1)(b)(vi) of RTI Act 2005 | categories of documents held by or authorities under its control | Functioning of the portal is as per the Terms & conditions, which are published in the portal. https://gem.gov.in/support/terms_conditions |

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| 1.12 | Programmes to advance understanding of RTI (Section 26) | | |
| 1.12.1 to 1.12.4 | | | CPIO is a government officer of level of L-13/14 having experience of 20+ years of government organizations. Time to time trainings on RTI Act are also imparted. Last training attended by CPIO was NPC on 19th-20th July 2021. |
| 1.13 | Transfer policy and transfer orders[F No.1/6/2011-IR dt. 15.4.2013] | | |
| 1.13.1 | | | Not applicable as currently GeM is located only at New Delhi. |

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| 1.7.1 to 1.7.8 | Section 4(1)(b)(viii) of RTI Act 2005 | Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public | Please see the Sr. No. 8 under “Important Documents” under Right to Information). |
| 1.8.1 to 1.8.2 | Section 4(1)(b)(ix) of RTI Act 2005 | Directory of officers and employees | Made available in GeM portal, GeM officials- https://gem.gov.in/aboutus |
| 1.9.1 to 1.9.2 | Section 4(1)(b)(x) of RTI Act 2005 | Monthly remuneration received by each officers and employees, including the system of compensation as provided in regulations | Please see the Annexure -A below- “Experience and Salary Range in GeM” |
| 1.10. 1 to 1.10. 2 | Section 4(1)(b)(xvi) of RTI Act 2005 | Names, designations and other particulars of the Public Information Officers | Information is available under RTI Contact Details under Right to Information. |