

AIRPORTS AUTHORITY OF INDIA
O/o MEMBER (PLANNING)

Ref. No.AAI/Member (Plg)/Tech-Inst./2022/P-181/96

Date: 29. August, 2022

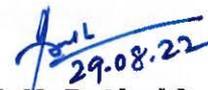
Technical Instruction No. - 98

Sub: Procurement of Goods/ Services/ Works through Government e-Marketplace (GeM) - reg.

1. Government e-Marketplace (GeM) has been setup with the approval of Union Cabinet as the National Public Procurement Portal for facilitating procurement of Goods & Services required by the Central and State Government organizations. As per rule-149 of GFR, procurement of common use goods & services by all Ministries or Departments shall mandatorily be procured through GeM for the available goods & services in GeM Portal.
2. Hon'ble Prime Minister during a recent review meeting, has desired that all Ministries/ Departments should target 100% procurement by 31.03.2023.
3. The Standing Committee of MoCA on GeM conducted a meeting on 17.08.2022 wherein a great concern was shown about abysmally low Procurement by AAI through CPP Portal for the Goods and Services which are already available on GeM.
4. In view of above, it is enjoined upon all the procuring Directorates of CHQ, Regions & Stations that the following are to be adhered strictly:
 - i. All GMs of concerned Dept./ Region appointed as Nodal Officer to monitor all the Procurement of Goods and Services from GeM and to interact with PMQA Dte. about all GeM related issues.
 - ii. All Directorates of CHQ, Regions and Stations shall mandatorily procure all goods and services from GeM to the maximum extent.
 - iii. If the Goods/ Services not available on GeM, GeM Authorities shall be contacted either directly or through PMQA to get the item or category of services listed on GeM along with necessary amendment/ incorporation in the specification and conditions to suit the operational requirement.
 - iv. In case of emergent works, prior approval of concerned Executive Director/ RED/ APD Grade-I shall be needed to procure the item through CPP Portal with detailed reasons along with production of GeM Availability Report and Past Transaction Summary (GeMAR and PTS) to substantiate the non-availability of required

Goods/ Services and action must be taken in coordination with GeM Authorities to incorporate/ listed the required goods/ services for future.

- v. Concerned ED/ RED/ APD Grade-I shall submit a monthly report of procurement of Goods and Services through GeM Portal in the format as **Annexure-A** and also a monthly report for the procurement of Goods and Services made through Outside GeM Portal with reasons in the format attached as **Annexure-B** to PMQA Dte. at email id jgmpmq@aaai.aero
 - vi. To furnish the difficulties/ training needs etc. if any faced by AAI on GeM Portal and to further indicate measures or requirement of additional functionalities for accelerating procurement through GeM Portal may be taken up with GeM Authorities either directly or through PMQA Dte. The details of contact in GeM is Shri Ayush Aggarwal, Director (Mobile No. 9731971611, E-mail ID-ayush.aggarwal@gem.gov.in).
 - vii. All Directorates of CHQ, Regions shall immediately get all their vendors mandatorily registered on GeM Portal so that such registered suppliers should be boarded on GeM as and when the goods or services gets listed on GeM.
5. The above procedure may be brought to the notice of all the concerned for strict compliance.
 6. All Technical Instructions/Technical Circulars issued are available at AAI website under following path:
www.aaai.aero/en => Emp. Login => Circular & Orders => Dept. (Engineering) => Circular Types (Technical Instructions) => Search


29.08.22
(A.K. Pathak)
Member (Planning)

Distribution: As per standard list

Distribution List

1. EA to Chairman, AAI, CHQ
2. Member (Finance), AAI, CHQ
3. Member (Ops.), AAI, CHQ
4. Member (Plg.), AAI, CHQ
5. Member (HR), AAI, CHQ
6. Member (ANS), AAI, CHQ
7. Chief Vigilance Officer, AAI, CHQ
- 8-12. Executive Director (Engg), AAI, Northern Region/ Western Region/ Eastern & North Eastern Region/Southern Region/ MIS & Standardization, CHQ
13. Executive Director (Land Management), AAI, CHQ
14. Executive Director (PMQA) AAI, CHQ,
- 15-19. Regional Executive Director, AAI, Northern Region/Western Region/ Eastern Region/ Southern Region/ North Eastern Region
- 20-21. Executive Director (CNS-Plg.)-I/II, AAI, CHQ
22. Executive Director (CNS-OM), AAI, CHQ
23. Executive Director (FIU & RCDU), AAI, CHQ
- 24-27. Executive Director (ATM)/ ATM-ASM/ ATM-AFTM/ ATM-CAP, AAI, CHQ
28. Executive Director (Plg.) AAI, CHQ
29. Executive Director (Ops.) AAI, CHQ
30. Executive Director (JVC)AAI, CHQ
31. Executive Director (Avn. Safety), AAI, CHQ
32. Executive Director(Arch.), AAI, CHQ
33. Executive Director(Admin), AAI, CHQ
- 34-35. Executive Director(Finance)- I/II, AAI CHQ
36. Executive Director(Commercial), AAI CHQ
37. Executive Director(IT), AAI, CHQ
38. Executive Director (Airport System), AAI, CHQ
39. Director(Security), AAI, CHQ
40. Executive Director(Tech.), AAI, CHQ
41. Executive Director(Cargo), AAI, CHQ
42. Executive Director(RCS), AAI, CHQ
43. Principal (C.A.T.C), Allahabad
44. Director (I.A.A), AAI, Rangpuri
- 45-47. Airport Director, AAI, Kolkata/Chennai/Trivandrum Airports
48. GM (Vigilance) AAI, CHQ
49. GM (Law) AAI, CHQ
50. GM (C&C) AAI, CHQ
51. GM (BDC), AAI, CHQ
- 52-53. GM Engg (project) AAI, Kolkata Project/ Chennai Project
- 54-61. GM Engg (Civil/Electrical), AAI, Northern Region/Western Region/ Southern Region/ Eastern &North Eastern Region, CHQ
- 62-73. GM Engg (Project)/project in-charge, AAI, Port Blair/ Patna/ Hollongi/ Leh/ Dehradun/ Vijayawada/ Trichy/ Rajahmundry/ Guwahati/Rajkot/ Pune/ Jabalpur Airport.
- 74-77. GM: PMQA / Planning / RCS / Airport System, CHQ
- 78-82. GM Engg, AAI, Northern Region/Western Region/ Eastern Region/ Southern Region/ North Eastern, RHQ.
83. GM (IT), Safdarjung Airport
- 84-89. MIS (Civil)-NR/SR/WR/ER/NER /MIS (Electrical), AAI, CHQ

वितरण सूची

1. अध्यक्ष के विशेष कार्यकारी अधिकारी, भा.वि.प्रा., निगमित मुख्यालय।
2. सदस्य (वित्त), भा.वि.प्रा., निगमित मुख्यालय।
3. सदस्य (प्रचालन), भा.वि.प्रा., निगमित मुख्यालय।
4. सदस्य (योजना), भा.वि.प्रा., निगमित मुख्यालय।
5. सदस्य (मानव संसाधन), भा.वि.प्रा., निगमित मुख्यालय।
6. सदस्य (ए एन एस), भा.वि.प्रा., निगमित मुख्यालय।
7. मुख्य सतर्कता अधिकारी, भा.वि.प्रा., निगमित मुख्यालय।
- 8-12. कार्यपालक निदेशक (अभि.) भा.वि.प्रा., उत्तरी क्षेत्र / पश्चमी क्षेत्र / पूर्वी एवं उत्तर पूर्वी क्षेत्र / दक्षणी क्षेत्र / एम आई एस एवं मानकीकरण निगमित मुख्यालय
13. कार्यपालक निदेशक (भूमि प्रबंधन), भा.वि.प्रा., निगमित मुख्यालय।
14. कार्यपालक निदेशक (परियोजना अनुवीक्षण एवं गुणवत्ता आश्वसन), भा.वि.प्रा., निगमित मुख्यालय।
- 15-19. क्षेत्रीय कार्यपालक निदेशक, भा.वि.प्रा., उत्तरी क्षेत्र / पश्चमी क्षेत्र / पूर्वी क्षेत्र / दक्षणी क्षेत्र / उत्तर पूर्वी क्षेत्र।
- 20-21. कार्यपालक निदेशक, (संचार दिक्चालन व निगरानी) -(योजना)-I/II, भा.वि.प्रा., निगमित मुख्यालय।
22. कार्यपालक निदेशक, (संचार दिक्चालन व निगरानी) -(ओ.एम.), भा.वि.प्रा., निगमित मुख्यालय।
23. कार्यपालक निदेशक, (आर सी डी यू & एफ आइ यू), भा.वि.प्रा., निगमित मुख्यालय।
- 24-27. कार्यपालक निदेशक, (ए.टी.एम.)/एटीएम-एएसएम/एटीएम-एएफटीएम/एटीएम-केप, भा.वि.प्रा., निगमित मुख्यालय।
28. कार्यपालक निदेशक (योजना), भा.वि.प्रा., निगमित मुख्यालय।
29. कार्यपालक निदेशक (प्रचालन), भा.वि.प्रा., निगमित मुख्यालय।
30. कार्यपालक निदेशक (जेवीसी), भा.वि.प्रा., निगमित मुख्यालय।
31. कार्यपालक निदेशक (एवि. सेफटी), भा.वि.प्रा., निगमित मुख्यालय।
32. कार्यपालक निदेशक (आर्क), भा.वि.प्रा., निगमित मुख्यालय।
33. कार्यपालक निदेशक (प्रशासनिक), भा.वि.प्रा., निगमित मुख्यालय।
- 34-35. कार्यपालक निदेशक (वित्त)- I / II, भा.वि.प्रा., निगमित मुख्यालय।
36. कार्यपालक निदेशक (वाणिज्य), भा.वि.प्रा., निगमित मुख्यालय।
37. कार्यपालक निदेशक (सूचना प्रौद्योगिकी), भा.वि.प्रा., निगमित मुख्यालय।
38. कार्यपालक निदेशक (एयरपोर्ट सिस्टम), भा.वि.प्रा., निगमित मुख्यालय।
39. निदेशक (सुरक्षा), भा.वि.प्रा., निगमित मुख्यालय।
40. कार्यपालक निदेशक (तकनीकी), भा.वि.प्रा., निगमित मुख्यालय।
41. कार्यपालक निदेशक (कार्गो), भा.वि.प्रा., निगमित मुख्यालय।
42. कार्यपालक निदेशक (आरसीएस), भा.वि.प्रा., निगमित मुख्यालय।
43. प्रधानाचार्य (सी ए टी सी), इलाहबाद।
44. निदेशक, (आई.ए.ए), भा.वि.प्रा., रंगपुरी।
- 45-47. विमानपतन निदेशक, भा.वि.प्रा., कोलकाता/चेन्नई/त्रिवेन्द्रम विमानपतन।
48. महाप्रबंधक (सतर्कता), भा.वि.प्रा., निगमित मुख्यालय।
49. महाप्रबंधक (विधि), भा.वि.प्रा., निगमित मुख्यालय।
50. महाप्रबंधक (सी.एव.सी.), भा.वि.प्रा., निगमित मुख्यालय।
51. महाप्रबंधक (बिजनस विकास एकक), भा.वि.प्रा., निगमित मुख्यालय।
- 52-53. महाप्रबंधक (अभि. -प्रोजेक्ट), भा.वि.प्रा., कोलकाता प्रोजेक्ट / चेन्नई प्रोजेक्ट।
- 54-61. महाप्रबंधक (अभि) (सिविल/ विदधुत), भा.वि.प्रा. उत्तरी क्षेत्र / पश्चमी क्षेत्र/ दक्षणी क्षेत्र / पूर्वी एवं उत्तर पूर्वी क्षेत्र, निगमित मुख्यालय।
- 62-73. महाप्रबंधक (अभि-प्रोजेक्ट)/प्रोजेक्ट इंचार्ज, भा.वि.प्रा., पोर्ट ब्लेयर / पटना / होलॉंगी / लेह / देहरादून / विजयवाड़ा / त्रिची / राजमुंदरी / गुवाहाटी / राजकोट / पुणे / जबलपुर हवाई अड्डा।
- 74-77. महाप्रबंधक (परियोजना अनुवीक्षण एवं गुणवत्ता आश्वसन)/ योजना/आर सी एस / एयरपोर्ट सिस्टम, भा.वि.प्रा., निगमित मुख्यालय
- 78-82. महाप्रबंधक अभि, भा.वि.प्रा., उत्तरी क्षेत्र / पश्चमी क्षेत्र / पूर्वी क्षेत्र / दक्षणी क्षेत्र / उत्तर पूर्वी क्षेत्र, क्षेत्रीय मुख्यालय।
83. महाप्रबंधक (सूचना प्रौद्योगिकी), सफदरजंग हवाई अड्डा।
- 84-89. एम आई एस (सिविल)- उत्तरी क्षेत्र / दक्षणी क्षेत्र / पश्चमी क्षेत्र/ पूर्वी क्षेत्र/ उत्तर पूर्वी क्षेत्र /एम आई एस (विदधुत), भा.वि.प्रा., निगमित मुख्यालय।