



Irrigation & Water Resource Department, UP, Lucknow.
Registration Form for Civil Organisation



(For registration as a Secondary user in role of Consignee/Buyer/Paying Authority on GeM portal)

Sr. No.	Field Required (All fields are Mandatory)	Details to be mentioned (In CAPITAL LETTERS)
A	<u>Information regarding Organization/Circle/Division</u>	
1	NAME OF OFFICE	
2	OFFICE ADDRESS	
3	STATE	
4	DISTRICT	
5	PINCODE	
B	<u>Information regarding Secondary User</u>	
1	FIRST NAME	
2	LAST NAME	
3	DESIGNATION	
4	MOBILE NO. (LINKED WITH AADHAR)	
5	N.I.C. E-mail (OFFICIAL)	
6	ROLE* (Mention only one)	a) CONSIGNEE b) BUYER c) CONSIGNEE & BUYER d) PAYING AUTHORITY
C	Office GSTIN:	

Or

D	Certified that this office (Name of office)..... does not fall under ambit of GST.	
DATE.....		SIGNATURE.....
		NAME.....
PLACE.....		SEAL.....
RECOMMENDED BY:		
DATE.....		SIGNATURE.....
		NAME.....
PLACE.....		SEAL.....

- Paying authority can not be in the role of (a) consignee, (b) buyer (c) Consignee & buyer and vise-versa as per prevailing guidelines of GeM. Care should be taken in recommendation of role of secondary user.

Note: (1) Above information must be duly recommended by competent next higher authority.

(2) For creation of GeM account the scanned copy of above proforma (duly filled) is to be mailed by official NIC e-mail only (As mentioned in B5) on e-mail ID ce1madhyaiduplu-up@nic.in and copy (CC) to secompiduplu-up@nic.in & no hard copy required.