

PRIMARY ACCOUNT DELETION REQUEST FORM

(On Department/Organisation Letter Head)

(completed form to be mailed on L.stephen@gem.gov.in & helpdesk-gem@gov.in)

Letter No.

Date.

To,

Director (GeM)
GeM Administration
DGS&D, Jeevan Tara Building
Parliament Street, New Delhi (110001)

Sub: - Request for deletion of GeM account as HOD/procurement head / primary user

Dear Sir

I shall not perform as HOD/PROCUREMENT HEAD / PRIMARY USER on GeM on behalf of my Department/Organisation as reason stated below. It is therefore requested to delete the following HoD account on GeM portal.

Reason:

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A. Detail of HoD for deletion

Sl. No.	Description	Detail
1.	HOD/primary user Ref No. (on GeM)	
2.	Applicant name as HOD/primary user	
3.	Mobile No. of applicant HOD/primary user	
4.	e-mail ID of HOD/primary user	
5.	Aadhaar No. of Applicant	
6.	Details of verifying officer a) Name of verifying officer c) Official email ID g) Aadhaar No. h) Mobile No.	

B. The following secondary users have been created by the primary user/HoD On GeM.

Sr. No	Name	Role	Email Id	Mobile no	Aadhaar no.

Verification

It is certified that there are no transaction or payment in process at the time of request for deletion of HoD account on GeM. It is also confirmed that no transaction will be done on GeM after sending this request to GeM admin for deletion of account.

Signature of HOD/Primary User (Name & Designation with Rubber Stamp) Date : Place :	Signature of Verifying Officer (Name & Designation with Rubber Stamp) Date : Place :
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