

Users & Designations for GeM (Government e Marketplace)

*Primary User (Official Email id needed)	Authorized officers of the rank of Deputy Secretary/Equivalent or Head of the Office at Sub Center / Unit / Branch of Government Organization / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statuary Bodies can register as Primary User on GeM
**Buyer (Official Email Id Needed)	not below the rank of a section officer/equivalent
**Consignee(Official Email Id Needed)	not below the rank of a section officer/equivalent
**DDO or PAO (DDO for PFMS payment or PAO for NON-PFMS payment) (Official Email id needed)	not below the rank of a section officer/equivalent
***Verifying Officer (Email id is not needed for the user he/she has just to verify the primary user)	not below the rank of Under Secretary

*For GeM, Primary User registration is authorized at the level of Deputy Secretary/Equivalent officer or Head of the Officers at Sub Centre / Unit / Branch of Government Organization / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statutory Bodies. The Primary User cannot place orders on the GeM Portal.

**Once Primary User account gets activated, primary user in turn can create secondary users (officer of the rank of Section officer or equivalent) with specific roles such as Buyer, Consignee & DDO/PAO.

***Verifying authority should be an officer from administration/Establishment (not below the rank of Under Secretary) who shall be competent to verify the details of Primary User. Verifying Officer has no role to play in Registration process except Disable Primary User, only if required.

**** Buyer and consignee can be the same person similarly DDO & PAO can be same the person.