CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
PILANI-333 031 (RAJASTHAN)

No. S&P/Misc./2/2026-27 **Date: 27-11-2026**

OFFICE MEMORANDUM

Subject: Change of Primary User/HoD of the Institute on Government e-Marketplace (GeM) – reg.

The Competent Authority has accorded his approval for the change of Primary User/HoD of the Institute on the Government e-Marketplace (GeM) portal.

Accordingly, Dr. Pankaj Bhooshan Agarwal, Sci. F is hereby nominated as the Primary User/HoD of the Institute on the GeM portal with immediate effect.

The newly nominated Primary User/HoD shall be responsible for the following functions on the GeM portal:

- Self-registration
- Setting up the buyer's organization's account
- Creation of secondary users
- Deactivation or transfer of secondary users' accounts
- Monitoring orders placed
- Administration of GeM procurement

Hindi version follows.

27/11/26

(Sunil Udaiwal)
Section Officer (S&P)

Copy to:

1. Dr. Pankaj Bhooshan Agarwal, Scientist-F - For necessary action.
2. Sh. Ashok Chauhan, Scientist-F – Kindly Handover the Charge of GeM Primary User/HoD to Dr. Pankaj Bhooshan Agarwal, Sci. F.
2. All Heads of Divisions / Sections / Groups, CSIR-CEERI, Pilani and Centers In-Charge
3. Controller of Finance & Accounts / Finance & Accounts Officer, CSIR-CEERI, Pilani
4. Director, CSIR-CEERI, Pilani
5. NMC Division - with a request to upload this OM on the CSIR-CEERI Intranet
6. Office Copy