

IMMEDIATE

PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
PRASAR BHARATI SECRETARIAT  
Prasar Bharati House, Copernicus Marg,  
Delhi-110001.

No.M-1001/03(GeM)/2019-GA (Pt.)

Date: ..6../6/2019

**CIRCULAR**

**Subject:- Monthly Reports on Government E-market (GeM)-regarding.**

In pursuance of the Ministry of Information and Broadcasting (MIB)'s letter No. G-32021/10/2019-Fin-I dated 14.05.2019, consolidated monthly reports are to be sent to MIB for onward submission to Ministry of Finance. Keeping in view the vast network of Prasar Bharati (AIR & DD) and issues involved in compilation of monthly reports, IT team has developed GeM Statement Portal/Module which can be accessed through Prasarnet Web-Application URL <http://airhq.air.org.in/prasarnet>.

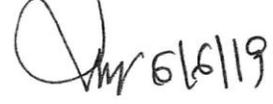
2. Stations/Sections need to login with a valid Username and Password. For Stations, User Name and Password are same as they are using for log into HRIS. For Sections in AIR & DD Directorates, Username and Password are same as they are using for log into AIRNET. There may be a possibility that some of Sections of DD do not carry their AIRNET username and Password. For the same they can contact IT Cell through e-mail on [Priyankqlb2012@gmail.com](mailto:Priyankqlb2012@gmail.com).

3. After log into the Prasarnet, the user will land on its Dashboard. On the right hand side of the Dashboard (Below the Menu), an icon can be seen carrying a title "GeM Statements". The Station /Section need to click on that icon, for filling up the Monthly (consolidated) Procurements details(GeM as well as non-GeM). A downloadable Manual (in pdf format) has been provided on the same Dashboard, which can guide the Station /Section to fill up the details on GeM Statement Portal. It may be noted that Head of Office will be responsible to ensure that all procurement details (goods as well as services including engineering procurement) are entered in the system.

4. All Directorates/ Zonal Heads/Station Heads/DDOs are requested to furnish the requisite information on the above portal for the month of April, 2019 (if not already entered on the portal) and May, 2019. All the above updation may please be completed on or before **10.06.2019** positively, so that a compiled report is sent to MIB for further transmission to Ministry of Finance. Thereafter, the reports of June, 2019 onwards be entered into the GeM Statement Portal by 5<sup>th</sup> day of the following months.

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5. Directorates are also requested to ensure that requisite data is uploaded by all their subordinate offices by above specified date and further the data is forwarded to Prasar Bharati Secretariat in GeM Statement Portal by 11.06.2019.



(Rajesh Kumar Sharma)  
Dy. Director (GA-II)

To

- (1) DG: AIR, DG:DDn, DG:NSD & DG, DD News
- (2) All Zonal Heads(Engineering & Programme)/ CE, CCW/Stations Heads/DDOs
- (3) ADG(NABM), ADG(Sports) & ADG(Commercial) Prasar Bharati
- (4) DDG(Tech), Prasar Bharati Secretariat with the request to get it uploaded on Prasar Bharati Website.

