

SPORTS AUTHORITY OF INDIA
General Administration & Procurement Division (GAPD)

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F.No. 01-20005/16/2026-HO - ES Division | 476

Dated: 10.07.2026

Subject: Standard Operating Procedure (SOP) for Creation, Management and Deactivation of Secondary User Accounts on the Government e-Marketplace (GeM) Portal – Reg.

1. It has been observed that requests for creation of GeM Secondary User IDs are being received from various Regional Centres (RCs), National Centres of Excellence (NCOEs), Sports Training Centres (STCs) and Head Office Divisions in different formats, resulting in lack of uniformity in processing such requests.
2. At present, under the Primary User Account of the Sports Authority of India (SAI), there are **51 Divisions/Units** mapped on the GeM Portal with approximately **73 user accounts** (44 active Secondary Users and 29 inactive users). The Primary User is responsible for creation and management of Secondary User IDs such as Buyers, Consignees, Drawing and Disbursing Officers (DDOs), Pay and Accounts Officers (PAOs), Indentors and Technical Evaluators for various SAI offices.
3. Since procurement through the GeM Portal involves statutory financial and procurement responsibilities relating to public funds, the creation and management of Secondary User Accounts require adequate due diligence. The General Terms and Conditions of GeM place the responsibility for creation, supervision and management of Secondary Users upon the Primary User. Any unauthorized or improper assignment of GeM roles may expose SAI to administrative, legal, audit and vigilance risks.
4. Accordingly, with the approval of the Competent Authority, the following **Standard Operating Procedure (SOP)** shall be followed with immediate effect for creation, modification and deactivation of Secondary User Accounts on the GeM Portal:

4.1 Competent Authority for Nomination

Regional Directors (for Regional Centres and NCOEs) and the concerned Executive Directors (for Head Office Divisions) shall be the competent authorities for recommending officers for assignment of Secondary User roles on the GeM Portal.

4.2 Eligibility

Only **Regular** or **Deputation** employees shall be nominated for creation of GeM Secondary User Accounts.

Contractual employees shall **not** be assigned any authorized Secondary User role on the GeM Portal.

4.3 Documents Required for Creation of Secondary User

Every request for creation of a Secondary User Account shall be accompanied by the following documents/details:



- a. Approval of the Competent Authority.
- b. Name of the Officer.
- c. Designation.
- d. Employee Code.
- e. Nature of Appointment (Regular/Deputation).
- f. Government Email ID.
- g. Aadhaar-linked Mobile Number.
- h. Aadhaar Number.
- i. Office Address.
- j. Proposed GeM Role (Buyer/Consignee/DDO/PAO/Indentor/Technical Evaluator).
- k. Justification for creation of the account.
- l. List of existing GeM Users and their assigned roles in the concerned office/unit.
- m. Confirmation that the nominated officer has undergone GeM training or shall complete the prescribed GeM training within the stipulated period.

4.4 Responsibilities of Recommending Authority

Before forwarding the proposal, the concerned Regional Director/Executive Director shall ensure that:

- i. The nominated officer is a Regular/Deputation employee.
- ii. The officer is responsible for procurement activities or the proposed GeM role.
- iii. The officer has been sensitized regarding compliance with the provisions of the General Financial Rules (GFR), Department of Expenditure Procurement Manuals, Delegation of Financial Powers in SAI, GeM Procurement Methodology and the General Terms and Conditions of GeM.
- iv. The officer shall maintain confidentiality of GeM login credentials.
- v. Any transfer, retirement, resignation, suspension, discontinuation of service or any other change in status of the officer shall be immediately intimated to the Primary User for appropriate action, including modification or deactivation of the account.

4.5 Processing of Requests

- a. All requests for creation of Secondary User Accounts shall be forwarded to the General Administration & Procurement Division (GAPD) strictly in accordance with this SOP.
- b. The Primary User shall obtain approval of the Head of GAPD before creation of any Secondary User Account on the GeM Portal.
- c. After creation of the Secondary User Account, the Primary User shall communicate the details to the concerned Division/Unit, Human Resource Division and Information Technology Division for record and necessary action.

4.6 Review of Existing GeM Accounts

It has also been observed that some officers are operating multiple GeM User Accounts. Therefore:

- I. All Regional Directors and Executive Directors shall review the existing GeM User Accounts under their respective jurisdiction.



II. Wherever an officer has more than one GeM account, the concerned Executive Director/Regional Director shall certify:

- the account to be retained;
- the account(s) to be deactivated; and
- whether any addition or removal of mapped Division(s)/Unit(s) is required.

III. Such proposals shall be forwarded with the approval of the Competent Authority along with proper justification.

5. All Regional Centres, NCOEs, STCs and Head Office Divisions shall ensure strict compliance with the above SOP with immediate effect. Any request not conforming to the prescribed procedure or lacking the requisite documents shall not be processed.

6. This issues with the approval of the Competent Authority.


10/7/26

(Matadin Asiwali)

Executive Director (GAPD)

मातादीन आसीवाल / Matadin Asiwali

कार्यकारी निदेशक / Executive Director

सामान्य प्रशासन एवं क्रय प्रभाग

General Administration and Procurement Division

भारतीय खेल प्राधिकरण / Sports Authority of India

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To:

1. DDG (Ops)
2. DDG (KI)
3. All Regional Centres/ Units of SAI
4. All SAI (HO) Divisional Heads
5. ED (Stadia/Engineering)

CC:

1. Secretary, SAI
2. DD to DG (SAI)