

## GeM Portal User Id Creation Request Form

1.	Name of Office / Branch Office			
2.	Office Address (with PIN Code) [* <b>Note:</b> PIN Code is mandatory in Address]			
3.	Office Phone No (with STD Code)			
4.	Designation of the Official			
5.	Name of the Official			
6.	Date of Birth of Official			
7.	Date of Retirement of Official			
8.	HRMS Id / Empl. Id of Official			
9.	Mobile No. of Official			
10.	GeM User Category (put tick mark) [* <b>Note:</b> Min 1 and Max 2 can be selected, BUYER and DDO can't be same user.]	<b>Buyer</b>	<b>Consignee</b>	<b>DDO</b>
11.	Whether Govt. / NIC E-Mail id ( <b>gov.in</b> ) Exists for the Official ( <b>YES / NO</b> )			
12.	If Govt. / NIC E-Mail id <b>Exists</b> (Please specify the Email id)			
13.	Aadhar No of the Official			
14.	Whether Aadhar No is Linked with Mobile No for the Official ( <b>YES / NO</b> )			