



# नागालैण्ड विश्वविद्यालय

## NAGALAND UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जिला : जुन्हेबोटो (नागालैण्ड), पिनकोड – 798627

Hqrs : Lumami, Dist. Zunheboto (Nagaland), Pin Code – 798627

वेबसाइट / Website : [www.nagalanduniversity.edu.in](http://www.nagalanduniversity.edu.in)

NU/FIN/GeM-01/2023-

Date: 13/03/2024

### NOTIFICATION

On successful registration of the Primary User/HoD of the University under the Government e-Marketplace (GeM) the necessity of adding /creating Secondary Users such as Buyers, Consignee, DDO, Payment Authority etc. to enable any Administrative Section, Academic departments and PIs of sponsored projects to start transacting on GeM.

Hence, it is requested that each campus and administrative sections provide their details in the following format to obtain a GeM buyer ID.

Sl. No.	Name	Designation	Role (Tick relevant role)	Aadhaar linked Mobile No.	Official email ID
			Indenter Buyer Buyer/Consignee Consignee DDO PAO		

The above details may be submitted to the office of the Finance Officer or Deputy Registrar (GAD) or send through email –

[fo@nagalanduniversity.ac.in](mailto:fo@nagalanduniversity.ac.in)/[dradmin@nagalanduniversity.ac.in](mailto:dradmin@nagalanduniversity.ac.in).

After the secondary user creation is requested by the primary user an SMS will be delivered to the provided mobile no. which shall be used for log-in to the @gov.in email (GeM buyer email) to activate the link for final creation. The Kavach authentication app must be downloaded from Google play-store to the computer/mobile to generate and copy/paste the code which will be pasted next to your log-in password to access your GeM buyer email. Only on successful creation and verification of the Secondary User through GeM buyer email, then the user can buy under the GeM @<https://gem.gov.in>.

Encl: Screenshots of GeM, @ gov.in and Kavach log-in pages.

Finance Officer & Primary User,  
NU GeM.



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Copy to:

1. The Asstt. Registrar I/C to VC for information of the Vice-Chancellor, NU Lumami.
2. The PA to Registrar, for information of the Registrar, NU Lumami.
3. The PVCs & Deans, Kohima/Medziphema/Lumami/SET.
4. All HoDs, Lumami/Kohima/Medziphema/SET, Dimapur.
5. All PIs, Lumami/Kohima/Medziphema/SET, Dimapur
6. The Deputy Registrar (GAD)/(ESTT), NU, Lumami.
7. The Principal Scientist & Head, KVK.
8. The System Administrator for upload in the website.
9. Office file.

Finance Officer & Primary User,  
NU GeM.