



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन 2 रफी मार्ग नई दिल्ली-110001
Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001



सं/No. SP-13030/74/2025-S and P-CSIR HQ (E 261134) दिनांक/Date: 06TH January 2026

THROUGH WEB

सेवा में / To,

The Directors/ Heads of all CSIR Laboratories/Instts. /Units
सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख

(Kind Attention: All GeM Primary Buyer)

विषय/Sub: Sanitization of Roles Assigned on GeM/CPPP – Deactivating the names of Retired/Transferred employees.

महोदया/ महोदय/ Madam/Sir,

It is observed that many Labs/Instts/Units of CSIR are having the GeM Primary/HoD Role or Secondary Roles (Buyers/Consignee/PAO etc) in the name of persons who have either superannuated or transferred to some other lab./Instts./Unit. This is a very serious matter and can lead to unauthorized access.

2. It is, therefore, necessary that all Primary Buyers of Procuring Entities (PEs) in CSIR Labs/Units undertake immediate scrutiny of all roles assigned on GeM identifying those who have since been retired or transferred out. Such login IDs are required to be deactivated immediately. Similar exercise is also required to be done i.r.o IDs/Roles in CPPP.

3. It is also observed that the Primary Roles have been created in the name of Common Cadre Officers (CCOs) who are liable to all India transfers. Directors/Heads of CSIR Labs/Instts/Units are requested to assign GeM Primary/HoD Role preferably to a senior level Scientist to avoid repeated changes to Primary user account.

4. Upon completing this exercise, Primary Buyers shall send a confirmation email to Hqrs at spo.policy@csir.res.in by 19th January 2026 positively.

5. This issues with the approval of JS (Admin).

Thanking you

(SATISH CHANDRA)

Stores & Purchase Officer