

No: - EDN- KGR (G-1) - Store- 2024/-
Office of the Deputy Director of Higher Education
Kangra at Dharmshala.
email : ddhekangra3@gmail.com ,
Contact NO: 01892-223124

Dated :- Dharmshala - the , 14/08/2025

18 '03 2025

9062

To

All the Principals/ Headmasters
GSSS's / GHS's in Distt. Kangra

Subject: Regarding creation/mapping of GEM ID of GHS/GSSS/DDSE

Memo,

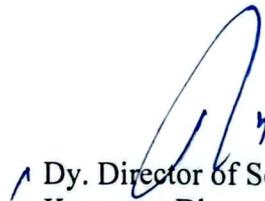
As you are well aware that Directorate of Elementary Education has been restructured as Directorate of School Education vide Govt. of HP Notification No. EDNAK (119/2023 dated 2 April 2025, consequently Primary User of DDSE/GSSS/GHS on GeM portal has also been changed from Directorate of Higher Education to Directorate of School Education. This office is receiving requests/queries from various GSSS/ GHS to create new GeM IDs either activated previous IDs, which have already been created by the Directorate of Higher Education.

Now, the secondary IDs (Buyer/Consignee/PAO) of GHS and GSSS need to be created/mapped under Primary user of Directorate of School Education. Therefore, you are directed to send the detail to this office on the proforma enclosed herewith, so that GeM IDs can be created/mapped under Directorate of School Education. In case of creation of new GeM ID, the detail of only those persons may be sent to this office, who are not already registered on GeM portal,

Further, as and when the IDs will be created/mapped by the Director of School Education, H.P., the same will be informed to you.

Treat it the most urgent

Encls: As Above


Dy. Director of School Education(Sec),
Kangra at Dharamshala

Proforma

S/N.	New GeM Id creation detail	Previous GeM ID detail	
1	Name of School	GeM user ID	
	First Name	GeM Email	
	Last Name	Register Mob.No.	
	Designation	Name of Person	
	Mobile Number		
	Aadhar Number		
	Name Distt		
	Pin		
	DDO Code		
	Date of Birth		
	Date of Retirement		


 DDSE(Sec)
 Kangra at Dharamshala