



Training – Status Update

Week ending 14-July-2018



Key Highlights of Wk28



New Initiatives

- Master Trainer program planned for 27th July 2018
- Business Facilitator's confluence planned for 28th July 2018
- Updated FAQ and shared with team, in-progress with development team for portal upload
- Daily Report Tracker (final version) is launched on 16th July 2018

Key Training Highlights

- Training for HUDCO team across Pan India started - conducted in 9 offices
- Training for IOCL - 2 session in Noida, 1 session in Faridabad, 1 session in Mumbai
- Training for NACIN team in Faridabad - video conferencing for team across India

Training – Weekly Report



State Names	#TRG Count	Week 28		
		Buyer	Seller	Total
Delhi	6	123	58	181

Total Participants from 01-Nov-2017			
Buyer	Seller	Event	Total
3,866	1,600	1,298	6,764

Total Count	
Training	Events
161	23

Himachal Pradesh	0	0	0	0
Uttarakhand	1	11	0	11
Punjab	0	0	0	0
Chandigarh	0	0	0	0
Haryana	2	105	0	105
Uttar Pradesh	4	164	0	164
Assam	1	15	0	15
Manipur	0	0	0	0
Arunachal Pradesh	0	0	0	0
Nagaland	0	0	0	0
Tripura	0	0	0	0
Meghalaya	0	0	0	0
Bihar	3	66	0	66
Odisha	1	29	0	29
Jharkhand	2	16	0	16
Madhya pradesh	3	0	27	27
Chhattisgarh	1	11	0	11
Gujarat	0	0	0	0
Maharashtra	0	0	0	0
Tamil Nadu	0	0	0	0
Puducherry	0	0	0	0
Telangana	0	0	0	0
Andhra Pradesh	0	0	0	0
MoU Total	18	417	27	444

283	0	769	1,052
507	71	204	782
366	472	570	1,408
180	0	0	180
892	113	290	1,295
3,387	80	628	4,095
512	0	15	527
200	0	0	200
329	0	0	329
0	0	138	138
0	0	0	0
120	0	0	120
1,049	104	930	2,083
985	90	169	1,244
630	74	1,025	1,729
2,071	1,810	1,037	4,918
4,322	139	336	4,797
1,555	278	113	1,946
676	31	295	1,002
851	11	0	862
72	0	0	72
1,046	324	1,300	2,670
224	10	533	767
20,257	3,607	8,352	32,216

7	8
57	3
41	3
14	0
180	2
71	4
13	1
3	0
4	0
0	2
0	0
1	0
51	3
21	2
29	4
206	12
95	5
40	2
11	5
40	0
1	0
79	3
10	4
974	63

Rajasthan	0	0	0	0
Jammu & Kashmir	0	0	0	0
West Bengal	0	0	0	0
Kerala	3	89	0	89
Karnataka	0	0	0	0
Non-MoU Total	3	89	0	89

42	61	800	903
0	0	200	200
116	0	0	116
345	0	100	445
51	0	0	51
554	61	1,100	1,715

3	1
0	1
3	0
9	1
2	0
17	3

Grand Total	27	629	85	714
Webinar				

24,677	5,268	10,750	40,695
	345		

1,152	89
19	

Week 28	
#TRG Count	#Participant Count
27	714

Total Till Date	
#TRG Count	#Participant Count
1,152	29,945

Planned Schedule	
Week 29	37
Week 30	11



Training – Weekly Action Plan



Review of weekly training activities and action taken

Andhra Pradesh and Gujarat training traction is not effective, we have already identified replacement for Hiten in Gujarat and Mathew in AP and candidate is expected to join in 2 to 3 weeks time

Daily report(updated) format and calendar planner for all facilitators across locations is now online. The new format will help in efficient tracking of the session.

From next week onwards grading of facilitators based on their activities like –

- Getting training calendar regularly from State Nodal Officers
- Regular training activities are conducted
- Support provided to walk in users and hands on training provided to them
- Improving knowledge on Portal by go through the latest version

Training – Daily Tracker



Tracker Report Form for Facilitators

Training Daily Report

To be filled for each training session by trainer individually

* Required

Name of the facilitator *

Choose

Additional facilitator

If additional facilitator has attended the training session

Data Tracker

Timestamp	Name of the facilitator	Additional facilitator	State/UT	City	Type of Session	Number of Participants	Type of Participants
7/10/2018 10:37:21	Praveen Kumar Wadhvani		Uttar Pradesh	Lucknow	Training		20 Buyer
7/10/2018 13:14:43	Manender Singh	Suraj Sharma	Delhi	GeM Office	Training		21 Buyer
7/10/2018 18:05:15	Manesh Mohan		Kerala	TRIVANDRUM	Training		45 Buyer
7/10/2018 18:06:40	Kush Tyagi	Satdev Sharma	Punjab	Mohali	Training		5 Buyer
7/10/2018 18:37:13	Mohammad Imtiyaz Ansa Vineet Jha		Bihar	Patna	Training		10 Buyer
7/10/2018 18:42:43	Sumeet Sharma		Madhya Pradesh	Sidhi	Event		11 Buyer/Seller(Event)
7/11/2018 9:44:35	Anuda Shukla		Maharashtra	Mumbai	Training		50 Buyer
7/11/2018 13:15:41	Praveen Kumar Wadhvani		Uttar Pradesh	Jaunpur	Training		83 Buyer
7/11/2018 15:00:21	Suraj Sharma		Delhi	New Delhi	Training		55 Buyer
7/11/2018 16:47:26	Anuda Shukla		Maharashtra	Mumbai	Training		35 Buyer
7/11/2018 17:15:21	Vishwajeet S	Udai Pratap Singh	Delhi	Delhi	Training		54 Buyer
7/11/2018 17:44:03	Manender Singh		Delhi	Karol Bagh	Training		25 Buyer
7/11/2018 17:45:34	Sumeet Sharma		Madhya Pradesh	Satna	Event		6 Buyer/Seller(Event)
7/11/2018 17:49:42	Amit kumar Upadhyay	Rakesh Tiwari	Chhattisgarh	Raipur	Training		11 Buyer
7/11/2018 19:26:05	Satdev Sharma	Kush Tyagi	Chandigarh	Chandigarh	Training		19 Buyer
7/12/2018 13:45:02	Manender Singh	Vishwajeet S	Delhi	GeM Office	Training		8 Buyer
7/12/2018 16:17:01	Naveen Joshi		Haryana	Panchkula	Walk-in Support		1 Buyer
7/12/2018 17:16:00	Satdev Sharma	Kush Tyagi	Punjab	Chandigarh	Training		1 Buyer
7/12/2018 17:23:30	Suraj Sharma	Suraj Sharma	Haryana	Fatehbad	Training		63 Buyer

[Drive Link](#)

* Daily Training tracker format will be updated today to capture all the parameters as per Performa

Training – Planner



Location	Named Resources	# Count of Training Planned			
		Week 27	Week 28	Week 29	Week 30
Andhra Pradesh	Mathew Jose				
	Kaliraj P			5	
Assam(North East Region)	Hemanta Goswami	2	2	2	1
Bihar	Mohammad Imtiyaz Ansari				
	Manesh Mohan	1	4	1	
Chattisgarh	Rakesh Tiwari				
	Amit kumar Upadhyay		2		
Odisha	Shashwat Patra	6	5	5	
Gujarat	Hiten Barchha	2	1		
Haryana	Naveen Joshi		1		
Jharkhand	Kumar Amritanshu				
Madhya Pradesh	Sanjay Kumar Deharia	3	1	3	3
	Sumeet Sharma	1	4	3	2
Telengana	Sunil GR				
	Srikanth Douripillai	4	1		
Uttar Pradesh	Praveen Kumar Wadhvani	3	5	1	1
Uttarakhand	Jayavadevel Raja	2	1		
Tamil Nadu / Puducherry	Ramesh Mahadevan	2	1	5	
Punjab/ Himanchal Pradesh/ Chandigarh	Sat Dev Sharma		1		
	Kush Tyagi				
Delhi	Manender Singh	2	3	4	1
	Pavenesh Kumar	2	2	2	2
	Anuda Shukla		2	1	
	Udai Pratap Singh				
	Vishwajeet S	2	1	3	
	Vineet Jha		1		
	Suraj Sharma		1	2	1
Total Training Session on Date		32	39	37	11
Total Trainings		119			

	Planned	Actual
Week 27	32	28
Week 28	39	27

Planned Schedule	
Week 29	37
Week 30	11



State Planner

* From 01-Nov till Date



EVENT HIGHLIGHTS FOR THE WEEK



Event/Training Highlights



Key Training conducted for Departments

- Assam - Housing and Urban Development Corporation Limited (HUDCO), Ministry of Housing and Urban Poverty Alleviation
- Bihar - Ministry of Housing and Urban Affairs (MoHUA), Ministry of Civil Aviation (MCA), Ministry of Education
- Chhattisgarh - Housing & Urban Development Corporation
- Delhi - DoT, Northern Railways, Andhra Bhawan, KVS, NAICIN
- Jharkhand - Jharkhand Urja Vibhag, Ministry of Urban Affairs
- Kerala - Housing and Urban Development Corporation
- Madhya Pradesh - Sidhi District Seller Association, Singrauli District Seller Association & Buyers of Technical School, Satna District Seller Association, Seller Association, Mandi Board Buyers of Rewa District, Seller District Association Sheopur
- Odisha - Railways
- Uttar Pradesh - Archives Directorate, DM Office Jaunpur, HUDCO, Policy Academy Moradabad
- Uttarakhand - HUDCO
- Maharashtra - IOCL



Video Capsules GeM 3.0 V2 - Seller



Video Module Title	Views	%age
Vision & Purpose of GeM	20,253	0%
Introduction to GeM	11,037	0%
General Financial Rules	11,017	1%
GeM - Special Terms and Conditions	9,223	1%

Seller Video Module Title	English		Hindi	
	Views	%age	Views	%age
SA.1 Introduction to Seller Functionality	519	23%	139	14%
SB.1 Registration	720	21%	175	11%
SC.1 Profile Updation	741	19%	208	14%
SD.1 User Creation	501	19%	127	19%
SE.2 Catalogue Management - Product	1142	24%	188	22%
SE.3 Catalogue Management - Services	422	18%	96	13%
SF.2 Order Processing - Product	327	16%	95	8%
SF.3 Order Processing - Services	179	18%	96	8%
SF.4 Order Processing - Multiple Invoice Generation Products	205	19%	90	20%
SG.2 Bid Participation - Product	686	23%	116	14%
SG.3 Bid Participation - Intent Bid	280	14%	136	28%
SG.4 BID Participation - Services	184	21%	35	17%
SG.5 BID to RA - Participation	149	16%	74	7%
SH.2 Bunch Bid Participation - Product	217	9%	50	11%
SH.3 Bunch Bid Participation - Services	174	4%	124	2%
Total	6446		1749	



Video Hits

Updated Seller Videos for English and Hindi made live on GeM Portal on 2nd and 4th June respectively

Video Capsules GeM 3.0 V2 - Buyer



Buyer Video Module Title	English		Hindi	
	Views	%age	Views	%age
BA.1 Introduction to Buyer Functionality	332	74%	86	34%
BB.2 Primary User Registration - Central Govt	337	98%	39	44%
BB.3 Primary User Registration - State Govt	41	17%	48	23%
BB.4 Primary User Registration - Defence	112	42%	39	22%
BB.5 Primary User Registration - Railways	28	27%	107	13%
BC.2 Secondary User Creation - Central Govt	298	89%	20	122%
BC.3 Secondary User Creation - State Govt	109	38%	40	43%
BC.4 Secondary User Creation - Defence	142	48%	33	22%
BC.5 Secondary User Creation - Railway	20	54%	8	33%
BC.6 Secondary User - Activation	216	73%	44	26%
BC.7 Secondary User - Deactivation or Transfer	189	89%	20	67%
BD.1 Dashboard	151	72%	193	21%
BE.10 Procurement L1 Purchase - Railways	33	27%	27	13%
BE.11 BID Creation - Product	429	100%	64	68%
BE.12 BID Creation - Intent BID	168	73%	32	52%
BE.13 BID Creation - Services	101	60%	129	22%
BE.14 Bunch BID Creation - Product	283	65%	63	37%

Buyer Video Module Title	English		Hindi	
	Views	%age	Views	%age
BE.15 Bunch BID Creation - Services	71	54%	79	32%
BE.16 BID to RA	162	60%	228	13%
BE.2 Procurement Direct Purchase - PFMS	297	76%	41	46%
BE.3 Procurement Direct Purchase - State	97	137%	32	45%
BE.4 Procurement Direct Purchase - CGDA	20	11%	174	21%
BE.5 Procurement Direct Purchase - Railways	36	33%	113	10%
BE.6 Procurement Direct Purchase - Services	137	96%	33	74%
BE.7 Procurement L1 Purchase - PFMS	170	67%	52	24%
BE.8 Procurement L1 Purchase - State	63	40%	31	63%
BE.9 Procurement L1 Purchase - CGDA	26	4%	18	50%
BF.2 Order Processing	240	102%	307	13%
BF.3 BID Awarding	205	55%	375	15%
BF.4 BID to RA Awarding	82	105%	38	19%
BG.2 Payment Process - Internet Banking	98	9%	49	23%
BG.3 Payment Process - CGDA	122	65%	68	8%
BG.4 Payment Process - PFMS	204	110%	195	23%
BG.5 Payment Process - Railway	65	33%	49	11%
Total	5084		2874	



Video Hits

Updated Buyer Videos for English and Hindi made live on GeM Portal on 7th July

Regional Business Facilitators



Region Business Facilitators	
State	Named Resources
Andhra Pradesh	Mathew Jose
	Kaliraj P
Telangana	Sunil GR
	Srikanth Douripillai
Bihar	Mohammad Imtiyaz Ansari
	Vineet Jha
Kerala	Manesh Mohan
Chattisgarh	Rakesh Tiwari
	Amit kumar Upadhyay
Jharkhand	Kumar Amritanshu
Haryana	Naveen Joshi
Punjab/Chandigarh/Himachal Pradesh	Kush Tyagi
	Sat Dev Sharma
Uttar Pradesh	Praveen Kumar Wadhwani
Uttarakhand	Jayavadivel Raja
Madhya Pradesh	Sanjay Kumar Deharia
	Sumeet Sharma
Gujarat	Hiten Barchha
Assam	Hemanta Goswami
Tamil Nadu/ Puducherry	Ramesh Mahadevan
Odisha	Shashwat Patra
Maharashtra	Nikhil Patil



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