



**FINANCE [Salaries] DEPARTMENT**  
**Secretariat**  
**Chennai-600 009.**

**Letter No. 29/JS(RMD)/Fin.(Salaries)/2013-10, dated:19.07.2016**

From  
Thiru K.Muthu, M.A., M.Phil., B.L.,  
Joint Secretary to Government

To  
All Heads of Department,  
All State Public Sector Undertakings,  
All Statutory Boards,  
All Co-operative Federations / Undertakings,  
All State Universities.

Sir / Madam,

Sub: TENDERS – Establishment of e-Procurement Portal and adoption of Electronic Tendering procedures – Training on e-Procurement – Sponsoring of officials – Regarding.

Ref: 1. G.O. Ms. No. 73, Finance (Salaries) Department, dated 29.02.2016  
2. Letter No. 29/JS(RMD)/Salaries/2013-9, dated 28.06.2016.

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I am to invite attention to the Government Order first cited above and to state that the intensive training on e-Procurement process to the staff dealing with procurement of goods and services in Government departments and its subordinate organizations is essentially required for launching e-Procurement portal. Accordingly, it is proposed to impart training on e-Procurement process to staff / officers of Government departments and their subordinate organizations.

2) I am therefore to request you to sponsor two officials who are presently dealing with the subject of procurement in your organization with left over service of one year and above on or before 27.07.2016, so as to take up training programme in batches.

Yours faithfully,

for JOINT SECRETARY TO GOVERNMENT

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