

Circular

No. IFA/181/GEM/vol II

Date : 25.07.2019

To

✓ All PCsDA/CsDA  
PCA (Fys) Kolkata / All CsFA (Fys)s  
(Through CGDA website)

Sub.: Procurement of Goods and Services through Government e-Marketplace (GeM).

Ref. : This HQrs circulars of AT/IX/9504/GeM Corr dated 10/04/2018, 27/11/2017, 21/09/2017 & 22/06/2017.

This is with reference to the direction earlier issued vide letters cited under reference.

2. Necessary guidelines regarding timeline for passing the GeM bills has already been issued vide HQrs letter dated 21/09/2017 cited under reference. However, the complaints on delay & rejection of GeM bills are being regularly received in HQrs office. It is a serious concern noticed by the higher authorities.
3. Further, it has also been directed vide HQrs letter bearing no. AT/IX/9504/GEM corr dt 10.4.2018 that the UTR numbers generated at the time of payment be forwarded to the concerned units/formations for uploading/updating on the GeM portal.
4. Therefore, it is advised that GeM bills be passed within stipulated time and intimated the UTR No. of payment to concerned unit/formation for their information and clearance
5. This issues with the approval of Addl CGDA (Fin).


Encls:- As above.

  
(Rajeev Ranjan Kumar)  
Dy. CGDA (Fin)

copy to:-

IT & S Wing (Local)

With a request to upload the same on CGDA Website

  
(Rajeev Ranjan Kumar)  
Dy. CGDA (Fin)



रक्षा लेखा महानियंत्रक का कार्यालय  
 उलान बटार मार्ग, पालम, दिल्ली छावनी - 110010  
 Office of The Controller General of Defence Accounts  
 Ulan Batar Road, Palam, Delhi Cantt. - 110010  
 Ph No. 011 - 25665577 FAX No. 011- 25674806.  
 (AT/ लेखा परीक्षा -IX अनुभाग  
 E-Mail : cgdaaudit9.dad@hub.nic.in



AT/IX/9504/GeM Corr

To

All PCsDA/CsDA/PIFAs/IFAs/PCA(Fys)/CFA(Fys)

Dated: 10.04.2018

*11/4*  
*Sr. Jt. CGDA (IAs)*  
*may kindly see before me*  
*11/4/mr*

Sub: Procurement of Goods and Services through Government e-Marketplace (GeM).

Ref: This HQrs office circulars of even number dated 27.11.2017, 21.09.2017 & 22.06.2017.

This is with reference to the introduction of Government e-Marketplace for procurement of common goods and services by Ministries/ Departments. Rule 149 of GFR-2017 stipulates mandatory procurement of such common goods & services available on GeM. It is requested that strict compliance of the ibid rule relating to procurement of goods and services through GeM portal may be ensured by your office and agencies under your payment jurisdiction.

2. Necessary directions have been issued repeatedly to ensure that the payment of GeM related bills is to be done in a time bound manner. However, complaints from various Units/Formations and GeM authorities regarding delay in payments are being received. It has been reported that some of the Controllers office are insisting for documents in original which are already available on the GeM portal, digitally signed

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3. In addition some of the offices are asking for information such as suppliers bank details (Mandate form, cancelled cheque etc.) despite the information being available on the invoices. These need to be addressed on priority. Therefore, all PCsDA/CsDA are again requested to strictly adhere to the time lines as circulated by this HQ letter of even no. 21.09.2017 and delay should be avoided through close monitoring of GeM bills. The bills should not be returned on frivolous grounds and for want of original documents/information which are available on the GeM portal digitally signed.

4. It was also requested that the UTR numbers generated at the time of payment may be forwarded to the concerned units/formations for uploading/ updating on the GeM portal.

5. Further, it is requested that a status report for bills outstanding clearly indicating the no. of bills outstanding, amount and oldest date on account of GeM payment may please be furnished to this HQrs office.

6. This issues with the approval of Sr. Jt. CGDA (IA&S).

  
(JAGPAL SINGH)

**Sr. Accounts Officer (AT-IX)**





**Controller General of Defence Accounts**  
**Ulan Batar Road, Palam, Delhi Cantt - 110010**  
 Ph No. 011 - 25665577 FAX No. 011- 25674806.  
 (AUDIT-IX)

E-Mail : [cgdaaudit9.dad@hub.nic.in](mailto:cgdaaudit9.dad@hub.nic.in)



**Important Circular**

**AT/IX/9504/GeM Corr**

**Dated: 27.11.2017**

To,

All PCsDA /CsDA/PCA(Fys)/CFA(Fys)

Subject: - Implementation of Government e-Marketplace (GeM).

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This is with reference to the introduction of Government e-Marketplace for procurement of common goods and services by Ministries. Procurement on GeM has been made mandatory for items available on the portal under Rule 149 of GFR 2017.

2. It has already been requested to ensure the payment of GeM related bills is to be done in a time bound manner and provide Pay and Accounts Office (PAO) details to the units/formations for registration on the GeM portal. However, complaints from various Units/Formations through their HQrs regarding delay in payments and non providing of PAO details have been received in this HQrs office.

3. It is, therefore, all PCsDA/CsDA are requested to kindly adhere time lines as circulated by this HQ letter of even no. 21.09.2017 and delay should be avoided through personal monitoring of GeM bills. The bills should not be returned on frivolous grounds and for want of documents which are already available on GeM portal as part of his/her entity being a registered supplier on GeM Portal.

1. Further, it was also requested vide letter no. AT/IX/9504/GeM dated 24.08.2017 to furnish consolidated monthly report on procurement of goods and services through GeM Portal during the month out of the funds allotted to your office. But the same is not being received in time. It is once again requested that the report may kindly be furnished in under mentioned format in e-Mail i.e. [cgdaaudit9.dad@hub.nic.in](mailto:cgdaaudit9.dad@hub.nic.in) by 3<sup>rd</sup> of the following month for onward transmission to DFA (GS) MoD. Nil report is also required.


S. No	Number of item purchased		Value of purchase	
	DAD	Non DAD	DAD	Non DAD

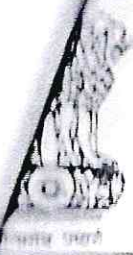
This issue with the approval of Addl. CGDA (US).

  
**(Hari Har Mishra)**  
**Jt. CGDA (GeM)**

Copy to:

IT&S (local) – with a request to upload same on the website.

  
**(Hari Har Mishra)**  
**Jt. CGDA (GeM)**



**Controller General of Defence Accounts**  
**Ulan Batar Road, Palam, Delhi Cantt - 110010**  
 Ph No. 011 - 25665729 FAX No. 011- 25674806.  
 (AUDIT-IX)  
**E-Mail : [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)**



**Important Circular**

No. AT/IX/9504/GeM Corr

Dated 21.09.2017

To,

All PCsDA /CsDA/PCA(Fys)/CFA(Fys)

Subject : Implementation of Government e-Marketplace (GeM).

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This has the reference to CGDA HQrs letter of even no. dated 06.06.2017. It has already been requested to ensure the payment of GeM related bills is to be done in a time bound manner and payments to be made within 2-3 working days, if any discrepancies noticed, the matter should be resolved within 24 hours. In the entire process, time taken for payment of bills should not exceed ten (10) days including holidays.

2. All PCsDA/CsDA are requested to kindly adhere time lines as circulated by this HQ and delay should be avoided through personal monitoring of GeM bills.

This issue with the approval of Addl. CGDA(US).



Jt. CGDA(GeM)

Copy to:-

EDP <sup>I</sup> Cell (local) - For uploading on CGDA website please.

Jt. CGDA(GeM)

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 <p>सत्यमेव जयते</p>	<p><b>Controller General of Defence Accounts</b>          Ulan Batar Road, Palam, Delhi Cantt - 110010          Ph No. 011 - 25665577, , FAX No. 011- 25674806.          (Audit - IX)          E-Mail : <a href="mailto:cgdanewdelhi@nic.in">cgdanewdelhi@nic.in</a></p>	
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Circular

No. IAW/9/9504/GeM

Dated: 22/06/2017

To

All PCsDA/CsDA

**Sub:** Guidelines on Audit and Payment of bills pertaining to procurements made through GeM portal.

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The guidelines on Audit and Payment of bills pertaining to procurements made through GeM (Government e-Marketplace) portal and format of forwarding memo is enclosed herewith for your information, guidance and necessary action please.

This issues with the approval of Addl. CGDA (IA & S).

Encl: As stated above.

  
 Jt. CGDA (IA&S)

Copy to:

EDP Cell  
(Local)

- For upload the above circular on CGDA website please.

Jt. CGDA (IA&S)



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**Guidelines on Audit and Payment of bills pertaining to procurements made through GeM(Government e-Marketplace) portal**

1 A committee was setup in CGDA Office to recommend the way forward for Departments' role in implementation of GeM in Defence Services and other organisations under Ministry of Defence. Committee submitted its report and the same was accepted by the Competent Authority. The committee in its report has recommended to implement GeM in two phases.

2 The first phase envisages offline submission of GeM portal generated bills to PCDA/CDA/Sub offices for making payments within the prescribed GeM timeline. The second phase envisages data interchange between GeM Server and Office Automation system, wherein, bills from GeM portal will be pushed to OA system for audit and payment. The process of implementation of data interchange setup between GeM Server and Office Automation system is under progress.

3 Further, IAW section vide its letter no. IAW/9/9504/GeM Dated 16.05.2017 circulated the extract of the committees' recommendations to all the PCsDA/CsDA and requested for their views and feedback. The views and feedback received from the PCsDA/CsDAis under examination for suitable incorporation in the committees' report.

4 Some units and formations have registered themselves on GeM portal and have started making procurements through the same and the Controllers offices have started receiving the bills generated through GeM portal. Therefore, references are being received from the Controllers and their sub offices regarding Audit and Payment of bills pertaining to procurements made through GeM portal. To make payments of such bills below mentioned instructions may be followed:

- i. At the time of registration on the GeM portal, Payand Accounts Office(PAO) details are required to be filled up by the unit/formation. Therefore, Controllers are requested to circulate the details of officers responsible for making payments in their offices to all the units/formations under their audit jurisdiction.
- ii. Units that have Cash Advance/Imprest/Cash Assignment may use them for payments towards goods/services available on GeM, provided it is acceptable



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on the GeM platform. Here, registration of PAO details(name, email Id, Aadhar number, mobile number) would be from unit/formation itself, not from PCDA/CDA/AAO(Pay).

- iii. Units/Formations may be asked to take print outs of the bills alongwith all other documents from the GeM portal and forward the same to their respective Controllers on the forwarding memo as prescribed for the purpose by the committee in their report. Copy of the forwarding memo is enclosed herewith. This should be circulated to all the units/formations under audit jurisdiction of respective PCDA/CDA/AAO(Pay).
- iv. The forwarding memo incorporates all relevant details and needs to be signed by the nominated Officer from the Unit/Formation whose specimen signature are available with the PCDA/CDA/AAO(Pay). The Ink signed sanction order of the Competent Authority alongwith documents as mentioned above is also required to be sent in offline mode for audit and payment of GeM bills.
- v. The bills received with the forwarding memo may be diarised separately and dealt on priority basis so that the payment to the vendor can be made within timeline prescribed by the GeM.
- vi. The Consignee Receipt and Acceptance Certificate(CRAC) would need to be scheduled to consignee LAOs for credit verification during local audit of the unit.
- vii. Maintenance of Audit trail: Printouts/hard copies of the following digitally signed documents generated on GeM, alongwith ink signed copy of Sanction of Competent Financial Authority will be retained by the Audit section in PCDA/CDA as per extant retention policy-
  - a. Supply order/contract/purchase order
  - b. Commercial Invoice
  - c. Provisional Receipt Certificate(PRC) X
  - d. Consignee Receipt and Acceptance Certificate(CRAC)
  - e. Payment Advice

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- viii. Monitoring of GeM payments: Group Officer/JCDA should be made responsible for ensuring that the GeM timelines for payment are observed without exception, as well to ensure that any return of GeM bills are processed on GeM portal in the manner prescribed. Separate Control chart will be prepared and submitted to PCDA/CDA with respect to processing of GeM bills.
  
- ix. Facilitation desk at PCDA/CDA/AAO(Pay): A designated IDAS officer in each PCDA/CDA/AAO(Pay) should be appointed as Nodal Officer to process queries regarding GeM specially for payment.

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## Annexure-6

(TO BE SUBMITTED ON THE PROCURING AUTHORITY LETTER HEAD

## BILL (GEM PROCUREMENT) FORWARDING LETTER

Reference No.....

Date:.....

To

(Name &amp; Address of Paying Authority)

Subject: Forwarding of bill for procurement on GeM.

Bill amounting to Rs----- in respect of of procurement of items from GeM is forwarded herewith for authorizing payment to the Seller(details of Seller).

2. Ink signed copy of Sanction of Competent Financial Authority as per format enclosed as Annexure \_.
3. It is certified that documents enclosed herewith are generated through GEM Portal are digitally signed and are genuine/untampered. Printouts/ hard copies of the following digitally signed documents generated on GeM are enclosed-
  - a) Supply order/ contract/ purchase order
  - b) Commercial Invoice
  - c) Provisional Receipt Certificate (PRC).
  - d) Consignee's Receipt & Acceptance Certificate (CRAC).
  - e) Payment Advice.
4. It is certified that Budget is available under Head of Account .....
5. Certificates on Duties and Taxes as per para 8 of General Terms and Conditions of GeM is enclosed.
6. The format for Bank guarantee/Indemnity bond is enclosed (if applicable).
7. Any other document /certificate provided in the Supply Order/ Contract.

(Signature, Name, Address etc. of the Nominated Unit Authority whose Specimen signatures are available with Paying Authority)