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NO. No.IA/II/50/GeM/Vol-I

Dated: 22 .01.2018

To,

The AO GE  
Shillong

Sub: Procurement through GeM/Implementation of GeM.  
Ref: Your No. AO/GES/18/MISC/GeM/Vol-I dt. 05.12.2017 and 06.12.2017.

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Para wise clarification of the points raised vide your above cited Communications are furnished below for your guidelines please.

- i) If a Unit is registered under GeM portal and procurement is made through GeM portal, the unit authority after receipt of the stores will download the GeM generated Contract, Sanction, Invoice, CRAC and Forward the same alongwith ink sign copy of CFA Sanctioned and CRV to AO GE.  
AO GE after necessary pre audit will pass the bill and endorse payment encasement on the invoice (induplicate) and returned the same to GE after signing the payment encasement.  
  
On receipt back from A.O GE, GE himself will signed the payment encasement as a token of authorization of payment to the vendor and release payment to the Vendor Concerned through NEFT. The payment details i.e. Cheque No. & date will be uploaded in GeM portal by buyer through his designated PAO.
- ii) As of now all GeM bills pertaining to Defence procurement will be processed on offline mode.
- iii) Payment on account procurement through GeM is to be released within 10 days of generating CRAC.  
Unit authorities will download the relevant documents from GeM portal and forward to the AO GE within three days of generating CRAC and AO GE inturn will complete pre audit of GeM bill and return the same to GE within three days of their receipt.  
Unit will maintain separate Bill register for GeM bills and bring to the notice of the AO GE as when GeM bills are submitted to AO GE's Office.
- iv) In this connection it is intimated that as of now Sr. Accounts Officer/Accounts Officers attached to GE offices/MES formation are not directly involved in the disbursement, of payment to Suppliers/Contractors and performs the role of audit before release of the payment by GE/MES formation, as such SAOs/AOs attached to GE offices/ MES formations cannot act as a paying officer for procurement made through GeM portal by GE offices under the existing procedure.
- v) However the matter has been taken up with our HQr office CGDA New Delhi and a further Communication will follow on receipt of clarification from HQr office.  
Details of officers required for registration of the PAO in GeM portal are as under.
  - a) Name of the PAO
  - b) Designation
  - c) Adhar linked Mobile Number
  - d) nic mail.ID

This is issued with the approval of CDA.

Sd/-  
Sr.A.O.(IA)

Copy to

01 All AOs GE  
02 The Oi/c  
IT Section

---- for information & necessary action.  
---- for uploading in CDA Guwahati website.

Sr.A.O.(IA)