



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171
Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171
Fax: 0361-2640204, Phone: 0361-2640394, 2641142
e-mail:cda-guw@nic.in



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

Dated: 22.01.2018

To,

The CWE
Shillong
Spread Eagle Falls
Shillong-793011
Meghalaya

Sub: Guidelines on Audit and Payment of Bills pertaining to procurement made through GeM portal; Registration PAO.

Ref: Your No. 3001/P/Q/112/E3 dated 25.11.2017.

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.

However the matter has been taken up with our HQr office CGDA New Delhi and a further Communication will follow on hearing from our HQr office.

In this connection it is advised that to implement GeM an officer other than GE himself of the Division may be registered as a PAO and act as payment authority for orders placed on GeM portal.

After Stores are received, the GeM generated, Sanction, Contract, invoice and CRAC may be downloaded from the GeM portal and forwarded to AO GE in duplicate along with CRV and ink sign copy of the Sanction.

AO GE will exercise necessary Scrutiny/Check/Preaudit and endorse payment encasement on the invoice(in duplicate) as done in manual bills and Sign the payment encasement and then forward it to GE. This needs to be done with in 3 days.

GE inturn will sign the Payment encasement in token of authorization of payment to the vendor and release the payment to vendor concerned through NEFT. The designated PAO will upload the payment details i.e. Cheque No & date in the GeM portal.

This is an interim advise and is subject to modification/changes based on clarification received from HQ Office.

This is issued with approval of CDA.

Sdf
Sr.A.O(IA)

Copy to :

01 The Chief Engineer
Shillong Zone

02 The CE (AF) Shillong

03 All AO, GEs.

04 The Oi/C
IT Section

for information w.r.t. above please with a request to circulate to all GEs.

----- for information please.

----- for uploading in CDA Guwahati web site.

Amish
Sr.A.O.(IA)