

**Important Circular**



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**Controller of Defence Accounts, Udyan Vihar, Narangi,  
Guwahati-781171**  
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NO. IA/II/50/GeM/Vol-I

Date 30/11/2017

To,

The Officer-in-Charge  
AN/IV, M/I, II, III Section  
SC/II, III, IV, VI, V Section  
EDP Section and  
All AOs GE

Subject:- Implementation of Government Market place (GeM)

Reference:- HQr. Office Important Circular No AT/IX/9504/ Gem Corr. dated 27/11/2017

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This is with reference to introduction of Government e- Market place 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

In this connection, it is once again requested to ensure the payment of GeM related bills in a time, bound manner and provide pay and Accounts office details to the Unit/Formations for Registration on the GeM portal.

All concerned are, therefore, requested to adhere the time lines as Circulated vide HQr. Office letter No. AT/IX/9504/Gem Corr dated 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.

Further, it is also requested to furnish consolidated Monthly Report on procurement of Goods and Services through GeM portal during the month in the under mentioned format so as to reach this section by the 1<sup>st</sup> of the following month for our consolidation and onward transmission to the HQrs. Office.

SL. No	Number of Items purchased		Value of purchase	
	DAD	NON DAD	DAD	NON DAD

This may please be accorded **TOP PRIORITY**.

**This is issued with the Approval of CDA**

*Sdf*  
(J. N. DOLEY)  
Asst. Controller.

Copy to

The Officer-in-Charge IT Section	It is requested to upload the same on the website of CDA Guwahati.
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*H. Mosh*  
Sr. Accounts Officer (IA)