



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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Important Circular No. 47

No. GeM-GUW/05/Circular/Vol-II

Dated: 28th Apri, 2022

To

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|-----------------------------------|---|------------------------------------|--|
| 1. HQrs 101 Area
PIN- 908101 | 2. HQrs 51 Sub Area
PIN-908651 | 3. HQrs. 41 Sub Area
PIN-908641 | 4. HQrs 4 Corps
PIN-908504 |
| 5. HQrs 3 Corps
PIN- 908503 | 6. HQrs 2 Mtn Div
PIN-908402 | 7. HQrs 5 Mtn Div
PIN-908405 | 8. HQrs 21 Mtn Div
PIN-908421 |
| 9. HQrs. 56 Inf Div
PIN-909456 | 10. HQrs. 57 Mtn Div
PIN-908457 | 11. HQrs.71 Inf Div
PIN-908471 | 12. The CO
FP (EC Kolkata),
C/o 99APO,
PIN-508942 |
| 13. CIJW School
PIN-900446 | 14.NCC Group Hqr
Laithumehrah
Shillong-793003 | | |

Sub: Processing of GeM bills (FY 2022-23)/Provisional Payment.

Please refer to this office important circular cited under reference regarding processing of GeM online/offline bills by which some guidelines for processing of online GeM bills were issued to avoid rejections. However, it has again been observed that some of the Units are still not following the guideline resulting in rejections and further delay in payment to the vendors. Non-compliance of above instruction may also lead to reverse penalty and further complication at later stage. Therefore, it is once again requested that the units under your jurisdiction may be instructed for strict adherence in the following points:

- **Bills may be floated through GeM portal in online mode only.** No bills will be received through offline mode.
- **GeM online rejected bills may be re-processed through online mode duly rectifying the reasons for rejections.**
- For online rejected bills and for which re-processing option in online mode is not available can be submitted in offline mode, however, screenshot from the GeM portal of the same must be enclosed with the bills where it is mentioned that above bills may be submitted in offline mode. If offline bills are floated by the Unit after online rejection adherence to CGDA IT & S Wing letter no. IT-9620GeM11/2020-IT dt. 23.03.2021 (copy enclosed) should be ensured.
- Those offline bills which cannot be received online due to technical reasons at GeM portal after complying with CGDA letter may be processed in offline. Such bills may be processed with separate contingent bill against each CRAC, contract, invoice, urgency

certificate, ink signed CFA sanction in revised Appx 'K' of DPM 2009, CRV in duplicate, ink signed copy of ECS mandate and a cancelled cheque duly countersigned by the competent Authority. However, for such type of bills, competent authority has decided to relax the condition of requirement of higher CFA sanction in cases where unit is not able to push the bill due to technical reasons at GeM portal. However, other requirements e.g Annexure-'A' & a certificated by the competent authority so as to avoid duplicate payments will be same.

- No post audit bills to be submitted through GeM portal e.g ATG, ETG etc. Duplicate payments if any for the bill passed against post audit bill will be the responsibility of the Unit authority.
- **Financial sanction must be uploaded strictly as per revised Appendix 'K' of DPM 2009 in original (ink signed by the CFA).** All the details in financial sanction must be shown. IFA concurrence wherever required is to be uploaded with Financial sanction file.
- **Uploading of noting sheet, Xerox copy of sanction unsigned copy of sanction and without date/stamp and financial sanction not as per revised Appendix "K" of DPM 2009 will lead to rejection of the bill.**
- Code head mentioned in the financial sanction will required to match with the code head of bill processed. Proper selection of LCH & Sub-category is required to be selected to avoid rejections e.g. 011415101 (DGME cash), 85/415/01(Mon, Cash, & ordnance), 85/415/01 (LPSS) etc.
- Liquidated damages (LDs) should not be deducted as the same will be deducted at this end. Waiver of LDs if any by the buyer may be uploaded with financial sanction file, in the absence of which LDs will be deducted.
- Wrong selection of unit code may lead to rejection due to non availability of fund etc.
- Some of the Units are still processing/according sanction of IT bills against old code heads, which has become obsolete. List of correct new code heads of IT Category are under:
85/433/01 (IT Hardware), 85/433/02 (IT Software), 85/433/03 (IT Internet), 85/433/04 (IT Maintenance), 85/433/05 (IT Stationery & Consumables) and 85/433/06 (IT Training).
- Fund availability/exact amount of fund in the concerned code head for which bills has been processed may be ensured before processing of bills.
- Non-uploading of correct tax invoices showing applicable GST of COST, SGST/IGST taxes may also lead to rejection of the bill. It has also been observed that composite scheme dealers are supplying interstate goods and services, which are against the GST Rules;

hence procurement from such suppliers should be avoided. Further, it is also seen that in tax invoices of regular GST registered suppliers no tax break up is mentioned, which is against the GST Rules, hence bills should be submitted to this office with proper tax invoices.

2. Further, in order to overcome rejection of the bills due to lack of fund it has been decided by the competent authority that **Provisional payment can be made up to February based on the certificate of availability of fund furnished by the buyer at the time of submission of the bills.** The reconciliation of payment made towards GeM bills against the availability of budget in the concerned heads of account will be carried out within 1st week of following month and necessary action taken to get additional allotment of fund in the event of excess payment over budget allotment. **To make provisional payment, buyer has to certify the availability of fund on GeM portal and same may be uploaded with Financial Advice File.**


3. The contents of this circular may please be disseminated to your lower formation with a direction to strictly follow the guidelines to avoid unnecessary complication at later stage and to show incorrect data/picture in GeM-portal.

Copy to:

The Officer-in-Charge
IT & S wing (Local)

----- for uploading on CDA Guwahati website.


DCDA/(Gem-Cell)


Sr. AO (Gem-Cell)