



कार्यालय, रक्षा लेखा नियंत्रक  
उदयान विहार, नारंगी, गुवाहाटी-781171  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
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No. CDAGUW/05/Circular/Vol- II

Dated: 21/10/2022

To

All the AOs GE/AGE

**Subject:- Updation of UTR in r/o GeM Bills in the GeM Portal.**

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With reference to the subject cited above, it is to state that HQrs Office is monitoring the progress of payment of GeM Bills through Honey B server centrally maintained under the supervision of MoD, GeM Authority and CGDA.

As intimated by HQrs CGDA Office, large number of GeM Bills are showing outstanding against CDA Guwahati, although there are no outstanding GeM Bills as per record held in GeM Cell of MO CDA Guwahati. After thoroughly going through the issue, it is observed that, most of the GE Offices under the audit jurisdiction of CDA Guwahati are either not updating or very lately updating the UTR No. in the GeM portal, which has resulted in huge numbers of GeM Bills lying outstanding in spite of payment being made to the vendors.

In view of the above, it is requested to look into the issue and advised to liase with the Executives and suitably advise them to update the UTR Nos. of each and every GeM Bills admitted in your office. Further, it is also advised to provide the relevant UTR Nos. received from SBI CMP scroll to the executives at the earliest for their necessary action.

GO (GeM Cell) has seen.

Accounts Officer (GeM Cell)

Copy to: (i) All GEs /AGEs For information w.r.t. above. You are hereby requested to collect the UTR from AO GEs and ensure updation in GeM portal at the earliest to avoid red flag buying.

(ii) IT & SW Section : for uploading on CDA, Guwahati website.  
(Local)

Accounts Officer (GeM Cell)