



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



IA/II/50/GeM/Vol-IV

Date:- 30/01/2020

IMPORTANT CIRCULAR NO. 22

To

The Officer-In-charge
AN-IV, M-I, II/III, IV Section
SC-I, II, III, IV/V Section
E-I, II, III Section
IT & SW Cell, GeM Section
All AOsGE (through e-mail)

Subject:- Procurement of Goods and Services through GeM-Monthly report.

Reference:- i) HQrs. CGDA letter No. IFA/109/GeM, dated 29/01/2020 (printed overleaf)
ii) The letter of even no.(Circular No. 01 of 2020) dated 24/01/2020 forwarded vide this office IMPORTANT CIRCULAR NO. 17 dated 28/01/2020.

With reference to the letter at Sl. No. (ii) cited under reference, it is reiterated that in finalization of GeM bills more than 10 days and in some cases more than 30 days have been taken.

Timeline for finalization of the GeM as mentioned in the ibid letter at Sl. No. (ii) may please be adhered to.


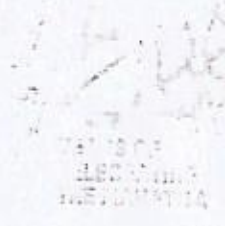
In connection to the letter at Sl. No. (i) cited under reference, it is intimated that HQrs. CGDA is emphasizing on the Timely submission of the GeM report stating delay of report causes delay in submission of report to Ministry.

It is further intimated that GeM Bills, if shown outstanding in the report, the oldest date may please be shown in the remarks column.

This is for information, guidance and strict adherence please.

Enclosure:- As above.

(M.Borah)
Accounts Officer (IA)

	<p>रक्षा लेखा महाविभाग Controller General of Defence Accounts उत्तम बटार रोड, पलम, दिल्ली छावनी-110010 Utm Batar Road, Palam, Delhi Cantt - 110010 Ph No. 011 - 25665571, 25665572 (IFA WING) Nie mail id: cgdofifa.dad@gov.in</p>	
---	--	---

No. IFA/109/GeM

Dt 29/01/2020

To,

The PCsDA/PCA(Fys)/CsDA/CFA(Fys)

Subject : Procurement of Goods and Services through GeM – monthly report

The report on the above subject received from your offices has been scrutinized and following remarks are offered in this regard.


1. Please refer to HQrs office letter of even No dt 24/01/2020.

It would be observed from the reports that time taken in finalization of GeM bills are more than 10 days and even in some cases more than 30 days. Timeline for finalization of the GeM as mentioned in the ibid letter may please be adhered to.

2. Timely submission of the GeM report may also be ensured. Even 'Nil' report may also be submitted. Delay receipt of report causes delay in submission of report to Ministry.

3. GeM bills, if shown outstanding in the report, the oldest date may please be shown in the remarks column.

This issues with the approval of Sr.Jt.CGDA (Fin) .


(G.K. Baranwal)

Sr.Dy. CGDA(Fin)