



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. 28**

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

Dated: 07<sup>th</sup> March, 2022

To

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

**Sub: Processing of GeM bills (FY 2021-22).**

In view of the closing of financial year 2021-22 which is very near; all the Units are requested to process GeM online bills immediately. GeM online bills through system must reach to this office portal on or before **21<sup>st</sup> March 2022** positively to avoid last minute rush of the bills. Bills received in this office after **21<sup>st</sup> March 2022** for offline GeM bills may or may not be possible to process due to various reasons which may result in lapses of fund for the respective units.


2. **Therefore, it is requested to process the GeM online/offline bills well before closing of the FY 2021-22, so that the same can be reached in this office well before 21<sup>st</sup> March.** Unit authority is also advised to watch the status of the processed GeM online/offline bills at their own level to avoid lapses of fund and future complicity if any, and action required if any; may be taken accordingly.

4. Further, to avoid rejection of the bills contents of this office Cir. N. 12 dated 27.01.2022 may be followed e.g. selection of correct payment method, selection of correct Unit code, Code head/sub category for respective grants, uploading of Financial sanction in revised Appx- 'K' of DPM-2009 instead of a copy of approved noting sheet, uploading of correct tax invoices showing applicable GST of CGST, SGST/IGST taxes. Further, **liquidated damages (LDs), if any, should also not be deducted by the processing Units to avoid rejection of the bills as the same will be deducted by this office during processing of the bill.**

5. 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. Unit Authorities may liaise with the following officers; if required to sort out the GeM related problems, if any.

Sr. No.	Name of the officers/Rank	Contact No.	Landline no.	Preferable time to contact
1	Smt. N. Gohain, DCDA		0361-2641582	11 AM to 10 PM
2	Sh. Ranadhir Seal, Sr.AO	6003326676		
3	Sh. Abodh Kumar, AAO	9999628152		

Necessary co-operation in this regard is highly solicited.

  
(N. Gohain), IDAS  
DCDA (Gem-Cell)