



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.
ई-मेल / e-mail: cda-guw@.nic.in फैक्स / FAX: 0361-2640204 फोन / Ph: 0361-2640394, 2641142.



Important Circular No. 104

No. GeM-GUW/05/Circular/Vol-1

Dated: 21.09.2020

To

All AO GEs/AGEs/AAO GE

Sub: GeM Report on E-Suchna Portal (Non-DAD).

Ref: This office Important Circular No. 84 dated 24.07.2020 & HQrs office letter No. IFA/181/GeM-Report- Non-DAD dated 16.09.2020.

Kindly refer to this office important circular cited above under which it was requested to forward the above report in time. However, it has been noticed that the report either not submitted by some of the offices or not submitted in due time. Delay in submission of report by the sub-offices resulting delay in consolidation and further submission to HQ Office.

2. Therefore, it is once again requested to forward the desired report **on or before 2nd of the following month** positively so that the consolidated report may be uploaded in time as directed by the HQrs Office.

3. The above subject report may invariably be sent in the prescribed format attached with the circular (Annexure-'A') through e-mail at cdaguwgem.dad@gov.in only. The Officer-in-Charge may be ensured that report is to be received to this office through above e-mail on due date. Non-receipt of the report on due date may be treated as NIL and Officer-in-Charge will be responsible for complicity, if any; arise in future.

Encls: As above

sd

Jt.CDA (GeM-Cell)

Copy to:

✓ IT & SW (Local)

With a request to upload the same on CDA Guwahati website.

[Signature]
Sr.AO (GeM-Cell)

Month _____

GeM Report – Non DAD

S. No.	Total number of items purchased through GeM	Total number of bills passed	Total value of payment released	Payment made within days			No. of outstanding bills	Remarks, if any
				1 - 10 Days	11 - 30 Days	< 30 Days		

Timeline for submission of Report: 10th of the following month.