



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. 21

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

Dated: 05.03.2021

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: Updating of payment details in respect of GeM bills.

In view of the closing of financial year 2020-21 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 **19th March 2021** positively to avoid last minute rush of the bills. Bills received in this office after **19th March, 2021** for offline bills may or may not be possible to process due to various reasons that may result 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 2020-21**, so that the same can be reached in this office well before **19th March**.

3. Further, to avoid rejection of the bills contents of this office Cir. N. 106 dated 03.07.2020 and Cir No. 119 dated 10.11.2020 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.

4. 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.


Necessary co-operation in this regard is highly solicited.



(S.K.Yadav), IDAS
Dy. CDA (GeM-Cell)

Copy to:

The Officer in charge ----- for uploading the same on CDA Guwahati website.
IT & S Wing (Local)


(S.K.Yadav), IDAS
Dy. CDA (GeM-Cell)