
	<b>रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171</b> <b>Controller of Defence Accounts, Udyan Vihar,</b> <b>Naranghi, Guwahati-781171</b> <b>Fax: 0361-2640204, Phone: 0361-2640394, 2641142</b> <b>e-mail: cda-guw@nic.in</b>	
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No. IA/II/50/GeM/Vol.IV

Date:- 04/12/2019

To

- 1) All Audit sections of Main office
- 2) All AO/GE offices/AO AGE(I) offices
- 3) All ~~AO~~ CCE offices

Subject:- Reconciliation of GeM related reports.

Reference:- HQrs. CGDA letter No. IFA/9504/GeM/Report/Vol.III dated 25.11.2019.

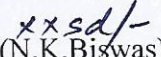
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With reference to the HQrs. CGDA letter No. cited above, it is requested to forward the consolidated monthly GeM Payment report in the format appended below.

Sl. No	Financial Year	Total number of bills passed		Total no. of items purchased.		Total value of payment released		Payment made within days.			No. of outstanding bills	Remarks, if any
		DAD	NON DAD	DAD	NON DAD	DAD	NON DAD	1-10	11-30	>30		
1.	2018-19											
2.	2019-20 (April to November 2019)											

It may please be ensured that the monthly reports on GeM already forwarded to this office may be reconciled while forwarding the ibid report and it should positively reach this office by 11/12/2019 for further consolidation and onward transmission to the HQrs. CGDA office.


It is for prompt action and strict adherence to due date please.

  
 (N.K. Biswas)  
 Deputy Controller

Copy to:

IT & S Wing (Local) :

With the request for uploading on CDA Guwahati website.

  
 (N.K. Biswas)  
 Deputy Controller