



**Controller of Defence Accounts, Udyan Vihar, Narangi,
Guwahati-781171**
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NO.IA/II/50/GeM/Vol-III Part-II

Dated 27.02.2020.

IMPORTANT CIRCULAR NO.36

To

- 1.The Officer-in-Charge
GeM Cell, MO, (Local) }
2. AAO, Shillong } Through website only
3. All AO (GE)/AAO (GE)

Subject:- Change in format of GeM Report No.2 of Monthly GeM Report on e-suchana.
Reference:- HQrs CGDA letter No. IFA/9504/GeM/Report/Vol.IV dated 21.02.2020(Received on 26.02.2020).

Please find enclose a copy of HQrs CGDA letter No. cited under reference regarding “ Monthly GeM Report on e-suchna portal” which is self explanatory.The direction therein may please be complied with strictly.

However, the Change in Format of Gem Report No. 2 has been reproduced below with request to forward the desired report from the month of Feb'2020 onwards on & before 02nd of the following month so that the consolidated Report may be uploaded by 3rd of the following month.

Sl No.	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.
	DAD	Non DAD	DAD	Non DAD	DAD	Non-DAD	1-10	11-30	<30		

--sd--
(N.R.Biswas)
Group Officer(IA)

Copy to:
The Officer-in-Charge
IT & SW (Local)

: With request for uploading in CDA Guwahati website.

(M. Borah)
Accounts Officer (IA)



रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलान बटार रोड़, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt – 110010
(एकिकृत वित्तीय सलाहकार स्कन्ध)
(IFA WING)
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IFA/9504/GeM/Report/Vol. IV

Date: 21.02.2020

To

All PCsDA/CsDA/PCA(Fys)/CsFA(Fys)
(Through CGDA Website)

Subject: Monthly GeM report on e-Suchna portal.

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

With reference to HQrs letter cited above it is informed that the format of GeM Report No. 2 has been changed. The report may be furnished in the under mentioned format from the month of February, 2020 onwards.

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
	DAD	Non DAD	DAD	Non DAD	DAD	Non DAD	1 - 10	11 - 30	<30		

2. It is also again requested that the payments made (DAD & NON-DAD) on account of procurements through GeM portal by all sub offices under your jurisdiction may please be incorporated in the report.

3. Nil report is also required. It is requested that the reports may be uploaded on e-Suchna portal by the 3rd of the following month.

4. This has the approval of Addl. CGDA(Fin).

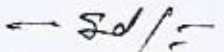


(G K Barnwal)

Sr. Dy. CGDA (Fin)

Copy to :-

IT&S Wing(local) : With the request for uploading on CGDA website.



(G K Barnwal)

Sr. Dy. CGDA (Fin)