



Controller of Defence Accounts, Udyan Vihar, Narangi,
Guwahati-781171
Fax: 0361-2640204, Phone: 0361-2640394, 2641142
e-mail:cda-guw@nic.in



No.IA/II/50/GeM/Vol.IV

Dated:13.01.2020.

IMPORTANT CIRCULAR NO. 07

TO

- 1). All Audit Sections of Main Office.
- 2). All AO GE Offices/AO AGE(I) Offices
- 3). All AO CCE Offices.

Subject: Monthly GeM Report on e-Suchna portal.

- Reference:
- i).HQrs CGDA letter No. IFA/9504/GeM/Report/Vol-III dated 25.11.2019.
 - ii).IA section, CDA Guwahati letter No. IA/II/50/GeM/Vol-IV dated 03.12.2019.
 - iii). AO GEs Conference held on 10.01.2020.

It has been noted with serious concern while reconciling GeM Report of Dec'2019 for onwards transmission to our HQrs CGDA office through e-Suchna and following remarks are offered---

a). Most of the AO GEs Offices/AO CCE Offices including some Audit Sections of Main Office has failed to submit the desired report in time leading to furnish incorrect figures to our HQrs Office.

It may kindly be noted that HQrs CGDA vide their letter dated 25.11.2019(at 1) has directed to upload the monthly GeM Report on e-Suchna portal by the 3rd of the following month. Hence it is requested to sent the monthly GeM report of your Office on or before 1st day of the following month positively without fail through email(cda-guw@nic.in) only and no requirement of hard Copy. Reports received after the due date will not be entertained and shall liable for explanation.

b).Most of the AO GEs Offices/AO CCE Offices including some Audit Sections of Main Office have submitted reports not in the prescribed Format.

In this regard, please refer the Correct Format, as prescribed by HQrs CGDA also circulated by this office, and furnish the Report on due date. Non- furnishing of monthly GeM Report in the prescribed Format will not be entertained and treated as non-submission of report.

Cont..2

GeM Report 1: (CGDA Circular No. 04/2019 letter No. IFA/9504/GeM/Report/Vol-II/Pt.File dated 08.07.2019 and Circulated by CDA Guwahati letter No. IA/II/42/GST/Vol-II dated 09.07.2019).

Sl No.	Name and Details of item which has to included in GeM portal	Remarks, if any

GeM Report 2:

SL No	Total No 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	1-10	11-30	>30		

NIL reports are also Required.

It is for information, guidance and strict adherence please.

x x s d / c
(N.K.Biswas)
Dy. Controller

Copy to:

✓ IT&SW (Local): With the request for uploading on CDA Guwahati website please.

N.K. Biswas
(N.K.Biswas)
Dy. Controller