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Important Circular No. 119

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

Dated: 10.11.2020

- | | | |
|------------------------------------|-----------------------------------|---|
| 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 |

Sub: Processing of Pre-audit GeM bills regarding.

Ref: This office Important Circular no. 106, dated 03.07.2020 & Imp Cir No. 107 dated 25.09.2020

Please refer to this office important circular cited under reference under which some guidelines regarding processing of online GeM bills were issued to avoid online rejection. However, it has again been observed that some of the Units are still not following the guideline resulting approximately 30% rejections and further delay in payment to the vendors. Non-compliance of above instruction may also lead to reverse penalty. Therefore, **it is once again requested that the units under your jurisdiction may be instructed for strict adherence in the following points:**

- Bills may be floated in GeM portal in **online mode only**.
- Those bills which were rejected in online may be sent in offline mode duly clarifying the observations.
- Those offline bills which cannot be received online due to some reasons like selection of internet/unit in payment method and for some issues at GeM etc. **must be endorsed by the higher CFA with Annexure-'A' & certificated so as to avoid duplicate payments and clearly identifying the reason for offline submission with proper justification** to admit the same. Maximum efforts may be taken to send the bills in online mode for early payments & to avoid offline bills. In this regard kindly refer to this office Imp. Cir. no.107 dated 25.09.2020.
- Select correct payment method- CGDA, for pre audit bills only. No post audit bills to be submitted through GeM portal e.g ATG, ETG etc.


- Wrong selection of unit code may lead to rejection due to non availability of fund etc.
- Some of the Units are still processing/according sanction of IT bills against old code heads, which has become obsolete. List of correct new code heads of IT Category are mentioned below:

1. 85/433/01 (IT Hardware)
2. 85/433/02 (IT Software)
3. 85/433/03 (IT Internet)
4. 85/433/04 (IT Maintenance)
5. 85/433/05 (IT Stationery & Consumables) and
6. 85/433/06 (IT Training)

- Improper selection of LCH & Sub-category by Unit, e.g. 85/415/01 (DGME cash), 85/415/01(ordnance), 85/415/01 (LPSS) etc.
- Non-uploading of specimen signature
- Non-uploading of CFA sanction in the same format as in revised Appendix-'K' supplement to DPM -2009.
- Non-matching of specimen signature and signature in Appendix-'K' format. In place of signature, -sd - will not be accepted. Only ink signed copy with date & stamp to be uploaded.
- Forwarding of GeM bill in GeM portal for locally controlled head (LCH) for which payment is to be done by unit itself, e. g code head related to all kind of grants etc.
- Forwarding of GeM bill in particular LCH for which there is no budget allotment or budget allotment has been exhausted or budget allotment has been done to other offices i.e CDA Patna etc.
- Mismatch of LCH in Appendix 'K' budget allotment, LCH in which bill is forwarded.
- Fund availability/exact amount of fund in the concerned code head for which bills has been processed may be ensured before processing of bills.

2. Further a standard reasons and list of rejections in Tulip (In house bill processing module on which GeM bills are passed) is attached as Annexure 'X' to ibid letter for guidance please.

3. It is requested that all Unit/formation, GeM bill processing authorities may be sensitized on content of ibid letter, so as to reduce the GeM bill rejection ratio and ensure non imposition of reverse penalties on procuring agency.


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

GeM Online Bills - Standard Rejection List

1. Incorrect Unit Code.
2. Incorrect Code Head.
3. Insufficient Funds.
4. Supply Order quantity and amount not matching with that of Invoice and CRAC data.
5. Financial sanction not matching with that of Supply Order data.
6. PDF Attachments not available.
7. Financial Advice PDF not available.
8. Supply Order/Contract PDF not available.
9. Invoice PDF not available.
10. CRAC PDF not available.
11. Specimen Signature in FA File not matched.
12. Invoice not pertains to this contract.
13. Vendor Bank Details not available/incomplete.
14. Bill does not pertains to this CDA/Organization.
15. Payment to be made by Unit.
16. Invalid Code Head Sub Category.
17. Sub Category not available.
18. Bill File not available.
19. Bill amount is not tallying with that of Product Total amount.
20. Bill with this Supply Order Number already processed through Offline mode.
21. Product Details not available for this Transaction Id.
22. Duplicate Bill. GeM offline bill with same invoice details found paid.
23. Bill pertains to period prior to cut off date of implementation of GeM Online Bill processing through Tulip.
24. Incorrect Project Code.
25. Financial Sanction year and bill submission Year are mis-matching.
26. GSTIN is missing.
27. Bill Cannot be processed because UNIT Closed and LAC Issued.
28. Financial Sanction Validity Expired.



Sr. AO (GeM-Cell)