

रक्षा लेखा नियंत्रक, गुवाहाटी
Controller of Defence Accounts, Guwahati
उदयन विहार, नारंगी, गुवाहाटी-781171
Udyan Vihar, Narangi, Guwahati-781171

Phone: 0361-2640394, 2641142

Fax: 0361-2640204

e-mail: cda-guw@nic.in

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To

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	

Subject: Processing of Pre-audit GeM bills regarding.

It has been observed from the ongoing GeM live run that some bills are not being received online by this office due to non-adherence to the defined procedures by the concerned Units. Further, some Units are still forwarding bills in Offline Mode (i.e., hard copies of bills) in addition of sending the same in online mode. Therefore, it is requested that the Units under your jurisdiction may be instructed for adhere in the following points:

2. (i). **Generation of bill:** Unit/formations may be advised to complete the bill generation cycle, which is explained in details. (Kindly refer to Annexure-'I' attached to this letter). After completion of bill generation cycle, bill automatically will float to the GeM Portal. **There is no scope for processing of offline bills except those which have been rejected online due to any reason.**

(ii) **Selection of correct Payment method:** At the time of registration on GeM portal, the buyer/HOD has to select 'CGDA' payment method and after that CDA21 (for CDA Guwahati). A verification mail is forwarded to this office through CGDA and the same is being approved/rejected by the Nodal officer of CDA Guwahati. The bills will be pushed to this office only after the request is approved by the Nodal Officer. Further, at the time of generation of supply order/Contract, the buyer has to select payment made by CDA for pre audit bills and to select Unit for

post audit bills. It may be noted that **Change of Payment method at later stage is not possible** by this office in case above procedure is not being followed. Further, utmost care is to be taken at the time of execution of above procedures so as to avoid the possibility of rejection of the bills pushed by GeM portal to the TULIP System. **The receipt of post audit bills by this office due to wrong selection of payment option (i.e, CDA) instead of Unit may lead to duplicate payment. In such cases, responsibilities will lie with the Unit authority for duplicate payment if any, as amount will be debited from their allotted fund.**

(iii) Selection of Unit Code: While processing the GeM online bills, it is noticed that some Units are processing the bills by **selecting wrong Unit code**, which lead to rejection of bill or amount debit against wrong Unit Code. Therefore, it is advised that Unit/formation may be instructed to ensure that the bills are being pushed against correct Unit Code of their Unit at the time of placing of Contract/bill generation etc..

(iii) Selection of Code Heads of IT bills: Some of the Units are still processing/according sanction of IT bills against previous code heads. The new Code heads are to be selected carefully to avoid rejection of bills. 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)

(iv) Difficulty in selection of Code Head & Sub Category: During selection the code head of the related items, Units/formations may be instructed to browse through the existing list of code heads available on the GeM portal and liaise with IT&S wing, CDA Guwahati for adding the correct code heads, if the same are not available on the portal. Units/formation may please ensure availability of fund before placing of Bills/Contract to avoid rejection of bill and further delay in procurement.

(v) CFA Sanction/Financial Advice: During scrutiny of GeM online/offline bills it has been observed that CFA sanction is not being uploaded as per format of Appendix-K of supplement 2010 to DPM-2009 (enclosed at Annexure-II). Original copy of

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sanction may preferably be uploaded. Further, **signature, date & stamp should clearly be visible in CFA sanction/Financial advice uploaded on GeM portal;** Units/Formation may be instructed to follow above requirements, to avoid rejections of bills for the above requirement. Further, it is advised that utmost care should be taken while uploading of documents/files so that file uploaded on the GeM portal should clearly be visible to avoid inconvenience at later stage.

(vi) **Specimen Signature**: It is requested to forward a copy of specimen signature addressed to GeM Cell of this office to upload the same in Tulip payment system and to avoid of returning bills due to the same. Other documents such as PBG/CA/bid etc. which is required to be attached with online bills may please be uploaded below the sanction letter to avoid unnecessary delay in payment.

(vii) **Multiple sanctions in one FA**: Multiple sanction for the different items are being accorded by the Unit authority resulting difficulties to process the bills. It is therefore requested to instruct Unit authorities to accord FA sanction item wise as per uploaded GeM bills.

(ix) **Deduction of LD**: It has been noticed that some of the Unit are generating buyers invoice/bill processing form of buyer by imposing LD, if any. In such cases Bill amount and contract amount are not tallied resulting rejection in GeM portal-Tulip system. Therefore, instruction to all units under your jurisdiction may please be issued that LD amount may not be deducted by the Unit as the LD amount will be deducted by this end.

3. Units/formation may please be instructed to follow above guidelines to avoid unnecessary rejections and delay in procurement made through GeM-portal.


(N K Biswas), IDAS
Dy. CDA (GeM-Cell)