



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



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

IMP-Cir No. 107

Dated: 25.09.2020

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

Subject: Processing of GeM bill.

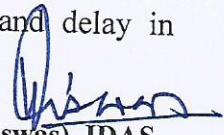
This is regarding prompt payment to GeM suppliers to avoid interest charges for delayed payments. As you would be aware, for all procurement made from 01.10.2020 on GeM, for delay in payments beyond 10 days of generation of CRAC a penal interest @ 1% per month will be payable by the buyers.

2. Therefore, it is requested to take necessary steps and sensitize all Unit/formations/Establishments so that bills can be uploaded in GeM portal immediately after generation of CRAC number to avoid penal interest as stated above.

3. Further, various issues likely to be faced from 1st of the next month may be projected and taken up with the GeM authorities. A special care must be taken by all the Units while uploading GeM online bills to avoid unnecessary return of the bills that may be levied penal interest as stated above. Some of the common reasons for rejections of GeM online bills is given as Annexure-‘A’ for your ready reference.

4. In view of the above, it is requested to take a proactive action to forward the GeM online bills in GeM portal immediately after generation of CRAC and in completion of all respect and shortcomings mentioned in the Annexure-‘A’ so as to enable this office to process the bills and payments can be made to the vendors within the timelines as laid down by GeM authorities. In cases where offline bills are to be processed a system may be evolved for timely submission/re-submission of bills to this office for speedy audit and payment to the vendors.

5. The contents of this letter may please be disseminated to your lower formation with a direction to strictly follow the guidelines to avoid unnecessary rejections and delay in payment made through GeM-portal.


(N R Biswas), IDAS
Jt. CDA (GeM-Cell)

Annexure -A

Sl. No..	Reason For Rejection
1	Insufficient Funds
2	Incorrect Code Head
3	Financial Advice PDF not available
4	Payment to be made by Unit
5	Financial sanction not matching with that of Supply Order data
6	Incorrect Unit Code
7	Duplicate Bill GeM offline bill with same invoice details found paid
8	Bill pertains to period prior to cut off date of implementation of GeM Online Bill processing through Tulip
9	Bill does not pertains to this CDA/Organisation
10	Invalid Code Head Sub Category
11	PDF Attachments not available
12	Sub Category not available
13	Invoice PDF not available
14	CRAC PDF not available
15	Specimen Signature in FA File not matched
16	Supply Order/ Contract PDF not available
17	Bill with this Supply Order Number already processed through Offline
18	Bill amount is not tallying with that of Product Total amount
19	Supply Order quantity and amount not matching with that of Invoice and CRAC data
20	Bill File not available
21	Vendor Bank Details not available / incomplete
22	Product Details not available for this Transaction Id mode
23	Invoice not pertains to this contract
24	Financial Sanction validity expired
25	FA PDF not pertains to this Supply Order
26	Vendor GSTIN is missing
27	Incorrect Project Code
28	Bill Can not be processed because UNIT Closed and LAC Issued