कार्यालय, रक्षा लेखा नियंत्रक, न. 1 स्टॉफ रोड, सिकंदराबाद - **09**
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
NO.1, STAFF ROAD, SECUNDERABAD – 500 009
इमेल/email: gemcellsecd.dad@nic.in)
दूरभाष/PHONE: 040-27843385 /Ext-209   फैक्स/FAX:040-27817275

सं./NO. GeM/0001/Gen Corr   दिनांक/DATE: 08.12.2022

सेवा में / To,

Commdt,	GOC,	GOC,
MCEME,	HQrs TASA,	HQrs 54 Inf Div,
PIN-900453.	Secunderabad	PIN-908454.
Commdt,	DQA(R&S),	DGNP,
CDM,	DGQ A Complex,	Naval Base,
Secunderabad.	Secunderabad	Visakhapatnam-14.

0 9 DEC 2022

विषय/**Sub:** Updation of pending payments – Reg.
संदर्भ/ **Ref:** **CGDA office letter No. GeM Cell/AT-IX/Misc./2022-23, dated:30/11/2022.**

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Guidelines for updation of pending payments of GeM bills on GeM portal given by Advisor(Defence Integration) GeM received from CGDA office vide letter (copy enclosed) under reference cited above are circulated herewith for information and necessary action.

Encl: As above.

[पी. श्रीनीवास मुर्ति/P.SHRINIVAS MURTHY]
लेखा अधिकारी (सरकरी ई-बाजार) /ACCOUNTS OFFICER(GeM)

प्रति लिपि /Copy to:

1. Station Commander,   -   for information and necessary action please.
    Station Headquarters Cell,
    Bollarum, Secunderabad.

2. Commdt,
    AOC Centre
    PIN- 900453   -   -do-

3. Commdt,
    1 EME Centre,
    Secunderabad   -   -do-
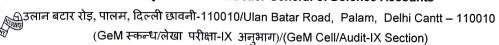
4. Commdt,
    Artillery Centre,
    Hyderabad   -   -do-

5. Cdr,
    76 Inf Bde,
    PIN - 908076
    C/o 56 APO   -   -do-

6. Cdr,
    48 Inf Bde,
    PIN - 908047
    C/o 56 APO   -   -do-

7. Cdr
    54 Arty Bde
    PIN - 926954
    C/o 56 APO   -   -do-

8. Comdt.
    SDD
    PIN-900453   -   -do-

9. DDG,
    NCC Dte
    T & AP Area,
    Secunderabad   -   -do-

10. IFA
    Local   -   -do-

11. SAO i/c
    IT Section, Local   -   for uploading in CDA website.

[पी. श्रीनीवास मुर्ति/P.SHRINIVAS MURTHY]
लेखा अधिकारी (सरकरी ई-बाजार) /ACCOUNTS OFFICER(GeM)

No. GeM Cell/AT-IX/Misc./2022-23   Date: 30.11.2022

To

The PCsDA/PCA(Fys)/CsDA

Subject: **Updation of Pending Payments**

Advisor (Defence Integration) GeM, has circulated an email dated 05 Nov 2022 (copy enclosed) to Defence buyers regarding updation of pending payments of GeM bills.

2.   As per ibid email, the MoD buyers (Secondary Buyers) have been provided with a Dashboard where all the Pending Payment details are available under the Bulk Payment Update. Units have been requested to update the payments for Bulk Payment Update-CRAC issued in Phase-I. A PPT giving screenshot for Bulk Payment Update of Bills and screenshot of Data on Secondary Buyers Dashboard is also attached herewith for your ready reference.

3.   In view of above, it is directed that full support to all the Units/Formations under your audit jurisdiction may be given to update their pending payments data and copies of available information of payments, MER, cheque slip, UTR No. etc. may be provided to Units to enable them to update the pending payments on GeM Portal.

4.   This issues with the approval of Sr. Jt. CGDA (AT).

Sd/-

(RAJESH CHHABRA)
Accounts Officer
(GeM Cell/AT-IX)

Copy to:-

1.   **Col. Naveen Wadhera (Retd)**   -   For information please with
      Advisor (Defence Integration)   reference to your email dated
      GeM   05 Nov 2022.

2.   **Director/Jt. Director (GeM)**   -   For information and further
      FP Dte./SHQrs   necessary action at your end
      (Army/Navy/Air Force/IDS/ICG/BRO/DRDO)   please.

                                                 (RAJESH CHHABRA)
                                                 Accounts Officer
                                                 (GeM Cell/AT-IX)

DATA ON SECONDAREY BUYERS DASHBOARD

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Demand N	Shipment Number	Contract Number	Offering T	Payment Mode	Order Sun	Order Date	Seller Nar	Invoice Ni	Invoice Date	PRC Numbe	PRC Date	CRAC Nun	CRAC Date	CRAC Am	Bill Numbe	Bill Detail	Paid Amo	Deduction	Payment Date
2	5.12E+14	511687754440053-1	GEMC-511687754440053	goods	CGDA-CDA	https:	09.12.2018 09:51	T CARTRII	672499		507573	18-12-201	GEMCRAC	19-12-201	34698	511687754	https://m	34698	0	yyyymmdd
3	5.12E+14	511687703970532-1	GEMC-511687703970532	goods	CGDA-CDA	https:	16.03.2020 11:27	PRABUDH	GEM-7157	2020-03-16T12	2573696	24-03-202	GEMCRAC	27-03-202	4525	511687703	https://m	4525	0	yyyymmdd
4	5.12E+14	511687712351728-1	GEMC-511687712351728	goods	CGDA-CDA	https:	16.03.2020 11:28	PRABUDH	GEM-7157	2020-03-16T12	2573600	24-03-202	GEMCRAC	27-03-202	1650	511687712	https://m	1650	0	yyyy
5	5.12E+14	511687756975486-1	GEMC-511687756975486	goods	CGDA-CDA	https://m	16.03.2020 11:42	Megastar	GEM-7277	2020-03-20T11	2573559	27-03-202	GEMCRAC	27-03-202	11995	511687756	https://m	11995	0	yyyymmdd
6	5.12E+14	511687731447077-1	GEMC-511687731447077	goods	CGDA-UNIT	https://m	03.07.2020 13:13	LALA MITH	GEM-8201	2020-07-17T16	2918891	17-07-202	GEMCRAC	28-07-202	16800	511687731	https://m	16800	0	yyyymmdd
7	5.12E+14	511687782499210-1	GEMC-511687782499210	goods	CGDA-UNIT	https://m	10.07.2020 17:15	LUXMI EN	GEM-8307	2020-07-27T12	2985124	5/8/2020	GEMCRAC	########	15690	511687782	https://m	15690	0	yyyymmdd
8	5.12E+14	511687704014696-1	GEMC-511687704014696	goods	CGDA-UNIT	https://m	14.07.2020 18:18	THAKUR D	GEM-8290	2020-07-24T19	2933927	28-07-202	GEMCRAC	30-07-202	8700	511687704	https://m	8700	0	yyyymmdd
9	5.12E+14	511687718732404-1	GEMC-511687718732404	goods	CGDA-UNIT	https://m	14.07.2020 18:20	THAKUR D	GEM-8290	2020-07-24T19	2933944	28-07-202	GEMCRAC	30-07-202	9625	511687718	https://m	9625	0	yyyymmdd
10	5.12E+14	511687739055710-1	GEMC-511687739055710	goods	CGDA-UNIT	https://m	15.07.2020 12:08	Astha Trac	GEM-8305	2020-07-27T09	2933708	27-07-202	GEMCRAC	30-07-202	580	511687739	https://m	580	0	yyyymmdd
11	5.12E+14	511687740969284-1	GEMC-511687740969284	goods	CGDA-UNIT	https://m	17.07.2020 11:38	Astha Trac	GEM-8305	2020-07-27T09	2933669	27-07-202	GEMCRAC	30-07-202	8900	511687740	https://m	8900	0	yyyymmdd
12	5.12E+14	511687766511117-1	GEMC-511687766511117	goods	CGDA-UNIT	https://m	20.07.2020 08:28	Astha Trac	GEM-8234	2020-07-21T08	2933742	27-07-202	GEMCRAC	30-07-202	6400	511687766	https://m	6400	0	yyyymmdd
13	5.12E+14	511687779965761-1	GEMC-511687779965761	goods	CGDA-UNIT	https://m	20.07.2020 08:34	Astha Trac	GEM-8234	2020-07-21T08	2933788	27-07-202	GEMCRAC	30-07-202	2727	511687779	https://m	2727	0	yyyymmdd
14	5.12E+14	511687744731416-1	GEMC-511687744731416	goods	CGDA-UNIT	https://m	20.07.2020 08:57	AMIR ENT	GEM-8259	2020-07-22T17	2933628	29-07-202	GEMCRAC	30-07-202	21920	511687744	https://m	21920	0	yyyymmdd
15	5.12E+14	511687716545461-1	GEMC-511687716545461	goods	CGDA-UNIT	https://m	23.07.2020 12:39	THAKUR D	GEM-8290	2020-07-24T19	2933850	28-07-202	GEMCRAC	30-07-202	28250	511687716	https://m	28250	0	yyyymmdd
16	5.12E+14	511687778472610-1	GEMC-511687778472610	goods	CGDA-UNIT	https://m	23.07.2020 12:43	THAKUR D	GEM-8290	2020-07-24T19	2933826	28-07-202	GEMCRAC	30-07-202	1450	511687778	https://m	1450	0	yyyymmdd
17	5.12E+14	511687786655861-1	GEMC-511687786655861	goods	CGDA-UNIT	https://m	06.08.2020 11:59	BHUMIKA	GEM-8570	2020-08-19T03	3104836	1/9/2020	GEMCRAC	2/9/2020	1998	511687786	https://m	1998	0	yyyymmdd
18	5.12E+14	511687740610521-1	GEMC-511687740610521	goods	CGDA-UNIT	https://m	06.08.2020 12:03	BHUMIKA	GEM-8570	2020-08-19T03	3104862	27-08-202	GEMCRAC	2/9/2020	3749	511687740	https://m	3749	0	yyyymmdd
19	5.12E+14	511687786833397-1	GEMC-511687786833397	goods	CGDA-UNIT	https://m	24.08.2020 15:29	TRISHIKA	GEM-8764	2020-09-02T15	3107844	2/9/2020	GEMCRAC	2/9/2020	23560	511687786	https://m	23560	0	yyyymmdd
20	5.12E+14	511687766130624-1	GEMC-511687766130624	goods	CGDA-UNIT	https://m	03.09.2020 08:13	PANKAJ N	GEM-8848	2020-09-08T17	3138786	8/9/2020	GEMCRAC	9/9/2020	22350	511687766	https://m	22350	0	yyyymmdd
21	5.12E+14	511687723205897-1	GEMC-511687723205897	goods	CGDA-UNIT	https://m	03.09.2020 08:17	MITTAL TR	GEM-9103	2020-09-26T11	3288691	28-09-202	GEMCRAC	########	2713	511687723	https://m	2713	0	yyyymmdd
22	5.12E+14	511687700485321-1	GEMC-511687700485321	goods	CGDA-UNIT	https://m	03.09.2020 16:22	GSC INFO!	GEM-9299	2020-10-11T07	3375692	########	GEMCRAC	19-10-202	196575	511687700	https://m	196575	0	yyyymmdd
23	5.12E+14	511687708463935-1	GEMC-511687708463935	goods	CGDA-UNIT	https://m	10.09.2020 17:16	TRISHIKA	GEM-8917	2020-09-13T20	3167514	14-09-202	GEMCRAC	15-09-202	3125	511687708	https://m	3125	0	yyyymmdd
24	5.12E+14	511687792793611-1	GEMC-511687792793611	goods	CGDA-UNIT	https://m	05.10.2020 09:49	Astha Trac	GEM-9324	2020-10-13T12	3342801	13-10-202	GEMCRAC	13-10-202	14462	511687792	https://m	14462	0	yyyymmdd
25	5.12E+14	511687701763606-1	GEMC-511687701763606	goods	CGDA-UNIT	https://m	05.10.2020 10:00	PRANAV E	GEM-9256	2020-10-07T19	3430256	19-10-202	GEMCRAC	27-10-202	1320	511687701	https://m	1320	0	yyyymmdd
26	5.12E+14	511687771460548-1	GEMC-511687771460548	goods	CGDA-UNIT	https://m	06.10.2020 16:13	M/S Sai tr	GEM-9409	2020-10-19T11	3434101	19-10-202	GEMCRAC	27-10-202	960	511687771	https://m	960	0	yyyymmdd
27	5.12E+14	511687728284046-1	GEMC-511687728284046	goods	CGDA-UNIT	https://m	06.10.2020 16:14	M/S Sai tr	GEM-9409	2020-10-19T11	3434126	19-10-202	GEMCRAC	27-10-202	1440	511687728	https://m	1440	0	yyyymmdd
28	5.12E+14	511687766564442-1	GEMC-511687766564442	goods	CGDA-UNIT	https://m	09.10.2020 10:00	MARUTI IN	GEM-9455	2020-10-21T18	3707657	14-12-202	GEMCRAC	16-12-202	23920	511687766	https://m	23920	0	yyyymmdd
29	5.12E+14	511687706691894-1	GEMC-511687706691894	goods	CGDA-UNIT	https://m	15.10.2020 14:20	GSC INFO!	GEM-9698	2020-11-07T12	3496644	########	GEMCRAC	########	7959	511687706	https://m	7959	0	yyyymmdd
30	5.12E+14	511687746488119-1	GEMC-511687746488119	goods	CGDA-UNIT	https://m	05.11.2020 10:45	IPAC SERV	GEM-9856	2020-11-19T22	3577759	23-11-202	GEMCRAC	23-11-202	21250	511687746	https://m	21250	0	yyyymmdd
31	5.12E+14	511687715620904-1	GEMC-511687715620904	goods	CGDA-UNIT	https://m	05.11.2020 10:51	BHUMIKA	GEM-9739	2020-11-10T15	3578900	20-11-202	GEMCRAC	23-11-202	1500	511687715	https://m	1500	0	yyyymmdd
32	5.12E+14	511687798687055-1	GEMC-511687798687055	goods	CGDA-UNIT	https://m	14.12.2020 10:19	GARG ENT	GEM-1042	2020-12-30T16	3871036	1/1/2021	GEMCRAC	########	72300	511687798	https://m	72300	0	yyyymmdd
33	5.12E+14	511687740326688-1	GEMC-511687740326688	goods	CGDA-UNIT	https://m	15.12.2020 09:15	M/s Mohi	GEM-1022	2020-12-18T10	3775720	28-12-202	GEMCRAC	28-12-202	6220	511687740	https://m	6220	0	yyyymmdd

BULK PAYMENT UPDATE OF BILLS

Please follow the below rules for Bulk Payment Update of Bills

1. This is applicable for the orders where the order creation date is before **01 April 2022**
2. Shipments where CRAC is done but the **bills are yet to be closed on GEM portal** ,with no initiated payments are eligible for Bulk Payment Update of Bills functionality.
3. When you click on the **Generate File** button, the system will start processing the data. You can check the status of the file by clicking on **View Generated Reports**
    a. **Requested:** It represents that the system is processing the data.
    b. **Generated:** It represents that the system has generated the CSV file and you can now download it.
4. Click on the downloaded CSV file and in the separator options, click on **Separated by** radio button along with the **Comma** checkbox.
5. Remove the records from the file, which you do not want to be marked as closed, and upload the file.
6. Do not modify the header names in the file.
7. Do not modify the values of any other column other than **Paid Amount, Deduction** and **Payment Date**.
8. **PRC Date (Column 'L')**: In case of product orders, is the PRC date and in case of service orders it is the invoice date
9. Ensure the sum of **Paid Amount** and **Deduction** is equal to **CRAC Amount**.
10. Deduction amount should not exceed **50% of the CRAC Amount**.
11. Entered Paid and Deduction amount should not be decimals
12. Any bill uploaded via this functionality cannot be re-processed. If there is any existing bill which is not processed as yet would be overwritten by the system generated bill and will be closed with the current stage as **Bill closed upon user confirmation.**
13. The buyer needs to input the following fields for processing the records -
    a. **Paid Amount (Column 'R')**: Entered amount should be equal to the CRAC Amount **(Column 'O')** - Deduction **(Column 'S')**
    b. **Deduction (Column 'S')**: Deduction amount should not exceed **50%** of CRAC Amount **(Column 'O')**
    c. **Payment Date (Column 'T')**: User needs to enter the date on which he has made the payment to the seller and to be updated in the **yyyymmdd** format. For eg. if the Payment Date was 12th January 2021, then enter the date in the following format **20210112**
14. Status of the CSV file updated by the user can be viewed under **View Uploaded File Details** section
    a. **In Progress**: When the system is processing the uploaded CSV file, the status of the uploaded file will be displayed as **In Progress**. Once processed by the system, the status of the file will be changed **on the next day** to any of the below 2 statuses -
    b. **Partially Complete**: If details filled against any of the shipment, does not fulfill the above mentioned criteria, System will not process the file and the reason for this will be mentioned corresponding to **Processing Errors** column.
    c. **Complete**: It represents that all the shipments uploaded by the user in the CSV file are successfully processed by the system.