

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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No. IA/I/1306/GeM Corr

Dated: 19th Sept 2017

IMPORTANT CIRCULAR

To

All Units/Formations
under CDA Secunderabad.

Subject: Guidelines on procurement of Goods and Services through GeM Portal.

At the outset, it is stated that as per Rule 149 of the General Financial Rules (GFR) 2017, the procurement of Goods and Services by Ministries or Departments will be mandatory for Goods and Services available on Government e-Market place (GeM). Therefore, the procurement of Goods and Services through GeM shall be strictly adhered to.

2. As regards the procedures and requirements as envisaged in our HQrs Letter No. IAW/9/9504/GeM dated 22.06.2017, implementation of GeM in Defence Sector, will be as under;

- a) The First Phase of implementation envisages 'Offline' submission of GeM Portal generated bills to CDA's Office for making payments within the prescribed GeM time line.
- b) The Second Phase envisages data interchange between GeM Server and Office Automation System wherein bills from the GeM Portal will be pushed to OA System for audit and payment. The process of implementation of data interchange set up between GeM Server and OA system is under progress.


3. Some of the Units/Formations have registered themselves in GeM Portal and started making procurements and the bills generated through GeM Portal are being sent to the Controller's Office for payment. In this regard, following guidelines are issued;

- a) At the time of registration on the GeM Portal, Pay and Accounts Office (PAO) details are required to be filled up by the Units/Formations. *In this connection, attention is drawn towards the Advisory No. 1 issued by the GS (FP) Branch, HQ Southern Comd vide No. 300105/FP dated 14.07.2017 wherein with regard to nomination of Paying Authority (PA) in the offline mode of payment, it is*

envisaged that any officer of the Unit holding the charge of budget/who can authenticate availability of budget for sub procurement, under the head payment is to be made, can be nominated as PA for the purpose of GeM procurement. However, nomination of designated Paying Officer from the CDA's Office is required under Online mode of payment for GeM procurements. As such, details of the Officer responsible for making payments in the CDA's Office are attached as Annexure-A.

- b) Units that have Cash Advance/Imprest/Cash Assignment may use them for payments towards Goods/Services available on GeM provided it is acceptable on the GeM platform. Here, Registration of PAO details (Name, e-mail id, Aadhar No. Mobile No. etc) would be from the Units/Formation itself, not from the CDA's Office.
 - c) Units/Formations have to take print outs of the bills along with all other documents (such as Supply Order/Contract/Purchase Order, Commercial Invoice, PRC, CRAC, Payment Advice etc) from GeM Portal and forward to Controller's Office on the 'Forwarding Memo' as prescribed for the purpose. The specimen 'Forwarding Memo, is attached as Annexure-B.
 - d) The forwarding memo while incorporating all relevant details, needs to be signed by the Nominated Officer from the Unit/Formation whose Specimen Signature is available in CDA's Office. The ink signed Sanction Order of the Competent Authority along with above documents is required to be sent in 'Offline Mode' for audit and payment of GeM bills.
 - e) The Consignee Receipt and Acceptance Certificate (CRAC) would be scheduled to consignee LAO for credit verification during local audit of Unit.
4. Shri Siva Sankar Bandi, IDAS, Dy.CDA (IA) has been nominated as a Nodal Officer for facilitation with regard to GeM. For any queries, the Officer may be reached out to through e-mail iasn-secd-cda@nic.in.

DCDA (IA) has seen.


(L. Padmapani)
Sr. Accounts Officer (IA)

Annexure – A

Details of the Nominated Officer from the Controller's Office responsible for making payment for registration on GeM Portal (For Misc & Stores Sections).

Sl No.	The Particulars of User	Details
(a)	Employee ID	8331341
(b)	Aadhar No.	778630341326
(c)	First Name	RAMA
(d)	Last Name	MURTHY
(e)	e-mail_ID	tramamurthy.dad@gov.in
(f)	Mobile No. (Aadhar linked)	8686942466
(g)	Designation	SENIOR ACCOUNTS OFFICER
(h)	STD Code	040
(i)	Office Contact Details	040-23283385
(j)	Extn No. if any	209
(k)	Address	O/o The CDA No. 1, Staff Road, Secunderabad
(l)	District	Ranga Reddy
(m)	State	Telangana
(n)	PIN Code	500 009

(TO BE SUBMITTED ON THE PROCURING AUTHORITY LETTER HEAD BILL
(GEN PROCUREMENT) FORWARDING LETTER.

Reference No.....

Date:.....

To

(Name & Address of Paying Authority)

Subject: Forwarding of bill for procurement on GeM.

Bill amounting to Rs..... in respect of procurement of items from GeM is forwarded herewith for authorizing payment to the Seller (Details of Seller).

2. Ink signed copy of Sanction of Competent Financial Authority as per format enclosed as Annexure.
3. It is certified that documents enclosed herewith are generated through GeM Portal are digitally signed and are genuine/untampered. Printouts/hard copies of the following digitally signed documents generated on GeM are enclosed:
 - a) Supply Order/Contract/Purchase Order
 - b) Commercial Invoice
 - c) Provisional Receipt Certificate (PRC)
 - d) Consignee's Receipt & Acceptance Certificate (CRAC)
 - e) Payment Advice
4. It is certified that Budget is available under Head of Account.....
5. Certificates on Duties and Taxes as per Para 8 of General Terms and Conditions of GeM is enclosed.
6. The format for Bank Guarantee/Indemnity Bond is enclosed (if applicable)
7. Any other document/certificate provided in the Supply Oder/Contract.

*(Signature, Name, Address etc of the
Nominated Unit Authority whose Specimen
Signatures are available with Paying Authority)*