



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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No. IA/I/1306/GeM Corr

Dated: 13 Dec 2017

MOST IMPORTANT CIRCULAR

To
All Units/Formations
under CDA Secunderabad.

Subject: Procurement of Goods and Services through GeM Portal - Pilot run of GeM Integration.
Reference: This Office Important Circular of even No. dated 07.12.2017.

Please refer to this Office Circular cited under reference, wherein it was intimated that pilot run of online process of GeM Bills will commence from 12.12.2017.

2. In this regard, our HQrs Office vide IT&S/962/GeM dated 11.12.2017 has intimated that a meeting was held with GeM team on 07.12.2017 and it was decided that the pilot run will start from 18.12.2017. Date of Supply Order has been taken as the criterion for the cutoff date. The Bills for the supply orders placed on or after 18.12.2017 will be pulled by the Intermediate Server installed at our HQrs Office, New Delhi for onward transmission to Tulip Servers in the Controller's Office.

3. Further, GeM will flash a message for defence organizations to change the payment method to CGDA in the primary user login. In the pilot run phase, names of six Controllers that have been selected for online process of GeM Bills, will be available for selection by the User at the time of placing supply order.

4. Therefore, it is once again requested to change the payment method to CGDA in the primary user login of GeM. Screenshots for the same are attached for reference. The screenshots showing the options to be filled up at the time of placement of supply order by the buyer is also attached for information and necessary action. The contents may kindly be noted for immediate necessary action.

DCDA (IA) has seen.

— Sd —
(B. Lakshmi Muralikrishna)
Sr. Accounts Officer (IA)

Copy to:

All Sr. AOs/AOs : For information and necessary action.

Main Office (Local)

The Sr. AO : For uploading the Circular on the CDA Secunderabad website.

EDP (Local)

[Signature]
(B. Lakshmi Muralikrishna)
Sr. Accounts Officer (IA)

Organization Address

Payment Method

Bank Account Detail

Link Aadhaar

Personal Information

Referral Verification

Change Password

Email/Mobile

Deactivate Account

PAYMENT METHOD

Payment Method*

PFMS: Central Government Civil Ministries Using PFMS Payment Mode (Public Financial Management System)

Internet Banking: Organizations Using SBI e-Pay Payment Option (Paying Through Internet Banking)

Others: Organizations Using Offline Methods (Cheques, NEFT, RTGS And Others)

Payment Department*

CDA Code*

Save

3. Financials

IC to Request Authority

Application No.:

Designation of Official Providing Administrative Approval

Letterhead

Designation of Official Providing Financial Approval

Letterhead

IC Concurrence Required?

No Yes

IC Date No. *

48502

IC Date

24/12/2017

Payment By (Bank?)

Yes No
Cik: 1001

Search Code Code

1 - FICA AND CHARGES
2 - FICA INSTRUCTIONS

Sub Office Code

27 - AND FOR FICA INSTRUCTIONS

Unit Code

33

Project Code

24024

Cost Head

10-0000

Sub Category

A - FICA / FICA GRANT

Budget To Be Requested

100

Financial Approval *

Blank - To Be entered

Submit

Cancel