



कार्यालय ,रक्षालेखानियंत्रक, नं. 1स्टाफरोड, सिकिंद्राबाद  
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No. GeM/Circular/2025-26/02

Date: 28.11.2025

## CIRCULAR

To

All units under Main Office, CDA Secunderabad  
All units under AAO(Army), Visakhapatnam

Sub: Go-Live of GeM Service Bills

Ref: This office letter No.GeM/0001/Circular/2025-26 dated 08.10.2025

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As per CGDA Hqrs directions, it is once again directed that all Service Bills have to be submitted in the GeM online Portal. A provision to upload all documents has already been incorporated in GeM Portal.

Accordingly, all units are strictly instructed to submit all Service Bills such as CHT, AMC, Outsourcing of Manpower and other service bills exclusively through online mode, along with all mandatory supporting documents. A dedicated window has already available in the system for uploading the documents, and the same must be utilized without exception. Offline submission of bills is strictly prohibited. As per Hqrs directions, any bill submitted in offline will be rejected from the date of issue of this letter.

All units are mandated to adhere to these instructions with utmost seriousness to ensure timely and efficient processing of service bills.

Issued for strict compliance.

DCDA (Bills) has seen.

—sd—

K. Gopichand

Sr. Accounts Officer (Bills)

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IT Section(Local)  
CDA Secunderabad

For uploading on CDA Secunderabad Website please.

K. Gopichand

Sr. Accounts Officer (Bills)