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	<p>भारत सरकार / Govt of India रक्षा मंत्रालय / Min of Defence रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद - 009 Controller of Defence Accounts No.1, Staff Road, Secunderabad - 09 (ई-मेल / email: secd-stsn-cda@nic.in) (वेब सयट / web site: cdasecbad.ap.nic.in) दूरभाष / Tel: 040-27843385/Ext-209 फैक्स / Fax: 040-27810499</p>	
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सं / . No. GeM/0001/Gen Corr/Vol-I

Dated; 12th Mar 2020

सेवा में / To,

Commdt,
MC, EME
PIN-900453
C/o 56 APO

GOC,
HQrs TASA,
Bollarum,
Secunderabad

GOC,
HQrs 54 Inf Div
PIN - 908454
C/o 56 APO

Commdt,
CDM,
Sainikpuri,
Secunderabad - 094 (ssoadm.cdmap@nic.in)

DQA (R&S)
DGQ A Complex,
Karkana, Secunderabad (rs-dgqa@nic.in)

कृपया पत्राचार पद नाम से करे ना कि अधिकारी की नाम से ।

Please address all correspondence by designation & not by name

Pl. intimate gov/nic mail IDs of the Unit to correspond quickly

विषय /Sub : GeM Bills – offline bill processing regarding

HQrs CGDA, Delhi Cantt vide their Lr No. IT&S/962/GeM-issues dt. 05/03/2020 has decided to allow offline processing of bills not received via online mode due to wrong selection of payment methods, technical issues while bill generation, services bills etc., by Units **for current financial year only** repeat **for current financial year only**.

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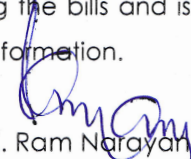
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In view of the above, Units/Formations are requested to ensure the following while submitting the bills.

01. Unit to ensure that, wrt to their records, bills for which payment, neither through GeM online mode nor through GeM offline mode or TULIP offline mode are made earlier only need to be submitted in offline mode. Every care should be taken while submitting the bills in offline mode to ensure that no double payment is made to the vendor on the same stores / services / supply orders etc.,
02. From 01/01/2020, no bill in offline mode is accepted in audit. It is, therefore, requested that concerned clerks / staff / officers dealing with GeM procurements to get training, full acquaintance and practice to submit the bills through GeM online mode only. Neither any bill in offline mode nor any complaints on account of online submission of bills will be entertained at this end. Any problem with submission of bills in GeM online mode needs to be taken up by Unit with GeM authorities only for final solution.
03. Please also refer this office Lr No. S/II/0721/Budget dt 06/02/2020, where in it was requested to adhere to MoF guidelines to restrict the expenditure in the month of March 2020 to 10% of BE of 2019-20. It was also intimated that bills for this current financial year will be accepted till 25th March 2020 (28th and 29th being Saturday and Sunday) only to admit in audit and book the expenditure in time.

Please follow the above guidelines strictly while submitting the bills and issue instructions accordingly to all the Units / Formations down the line for information.


(के .राम नारायण चारी / K. Ram Narayana Chary)
वरिष्ठ लेखा अधिकारी (जेम)/ Senior Accounts Officer (GeM)

प्रति लिपि /Copy to:

01. Commdt,
AOC Centre
PIN- 900453 (airawat789@gov.in) - for information and necessary action pl.
02. Commdt,
1 EME Centre,
Secunderabad - -do-

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03. Commdt,
Artillery Centre,
Hyderabad - -do-
04. Cdr,
76 Inf Bde,
PIN - 908076
C/o 56 APO - -do-
05. Cdr,
48 Inf Bde,
PIN - 908047
C/o 56 APO - -do-
06. Cdr,
54 Arty Bde
PIN - 926954
C/o 56 APO - -do-
07. Comdt.
SDD
PIN-900453
C/o 56 APO - -do-
08. DDG,
NCC Dte
T & AP Area,
Secunderabad
(ddg.andhra@nccindia.nic.in) - -do-
09. SAO i/c
IT Section, Local - with a request to upload in CDA website.


(के . राम नारायण चारी / K. Ram Narayana Chary)
वरिष्ठ लेखा अधिकारी (जेम) / Senior Accounts Officer (GeM)