

Office of the Principal Controller of Defence Accounts  
No.107, Lower Agram Road, Bangalore – 560007

Phone No: 080-25545101

Fax: 080-25543810

Circular

No. S/I/GeM Corr

Dated: 21 /05 /2018


To  
All Units/Formations

Sub: Procurement through Government e-Marketplace (GeM)-Reg.

\*\*\*\*\*

This is with reference to the introduction of Government e-Marketplace for procurement of common goods and services by Ministries/Departments. Procurement on GeM is mandatory for items available on the portal under Rule 149 of GFR 2017. **It is obligatory to make payments without delay for purchases made on GeM. That is, payments are to be released maximum within 10 ten days of issue of consignee receipt and acceptance certificate after receipt of goods.** The following procedure has to be adopted for processing the bills through GeM Portal:

1. The bills should immediately be forwarded on issue of consignee receipt and acceptance certificate to ensure release of payment maximum within 10 days.
2. The units should send the bill duly mentioning "**PRIORITY-GeM BILLS**" on the forwarding letter and contingent bill in order to identify the bills by this Office.
3. **The UTR number generated at the time of payment by this Office is invariably updated in the GeM portal and necessary confirmation to that effect should be intimated to this Office.**

  
Sr. Accounts Officer(S)