



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी -781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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NO. GeM-Online /CDA GHY/Corr/Vol-I

Date: 06/03/2020

- To
1. The HQrs 4 Corps  
PIN-908504 C/O 99 APO
  2. The HQrs 3 Corps  
Pin-908503 C/O 99 APO
  3. The HQrs 101 Area  
PIN-908101 C/O 99 APO
  4. The HQrs 51 Sub Area  
PIN-908651 C/O 99 APO
  5. The HQrs 41 Sub Area  
Pin-908641 C/O 99 APO
  6. HQ 5 Mtn Div  
Pin-908405 C/O 99 APO
  7. HQ 2 Mtn Div  
Pin-908402 C/O 99 APO
  8. HQ 57 Mtn Div  
Pin-908457 C/O 99 APO
  9. HQ 21 Mtn Div  
Pin-909421 C/O 99 APO
  10. HQ 56 Inf Div  
Pir -908456 C/O 99 APO
  11. HQ 71 Inf Div  
Pin-908471

Subject: Processing of GeM offline bills regarding.


It is being intimated that CGDA has approved to accept GeM offline bills for processing by the controllers as a one-time measure. Only those GeM bills which could not be submitted online by the units due to selection of **wrong payment methods, wrong unit code, GeM portal technical reason etc.** may be submitted to this CDA duly enclosed the required documents for audit purpose.

Care should be taken to avoid forwarding of duplicate GeM bills both offline and online simultaneously. This relaxation of accepting offline bills will be for financial year 2019-20 only. All Primary Users/HODs of GeM buyers are requested to set their payment method as 'CGDA' and **while placing of supply order at GeM portal**, payment methods may be selected carefully. Only those pre audit bills which are to be processed by CDA are to be selected as 'CDA' and for unit level payment select only 'UNIT' radio button.

The information may please be disseminated to all units and formation under your jurisdiction.

**The unit/formations may be asked to forward the offline GeM bills held pending with them to CDA for processing latest by 20/03/2020.**

The status of all type of bills and funds is available at our dynamic sites <https://cdaguw.gov.in>. All units and formation under your jurisdiction may please be advised to register themselves with their unit code for viewing fund and bill status.

  
(Dr. K Lalbiakchhunga, IDAS)  
DCDA (IT & SW)