



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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Important Circular No. 08

No. GeM-GUW/05/Circular/Vol-II

Dated: 04.02.2021

To

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|-----------------------------------|---|---------------------------------------|--|
| 1. HQrs 101 Area
PIN- 908101 | 2. HQrs 51 Sub Area
PIN-908651 | 3. HQrs. 41 Sub
Area
PIN-908641 | 4. HQrs 4 Corps
PIN-908504 |
| 5. HQrs 3 Corps
PIN- 908503 | 6. HQrs 2 Mtn Div
PIN-908402 | 7. HQrs 5 Mtn Div
PIN-908405 | 8. HQrs 21 Mtn
Div
PIN-908421 |
| 9. HQrs. 56 Inf Div
PIN-909456 | 10. HQrs. 57 Mtn Div
PIN-908457 | 11. HQrs.71 Inf Div
PIN-908471 | 12. The CO
FP (EC Kolkata),
C/o 99APO,
PIN-508942 |
| 13. CIJW School
PIN-900446 | 14.NCC Group Hqr
Laithumehrah
Shillong-793003 | | |

Sub: Updating of payment details in respect of GeM bills.

As per information presented by the GeM officials, more than 15000 payment details have not been updated by the buyer's i.e. by the Unit authority on the GeM portal resulting in projecting incorrect picture & show these payments as overdue on Gem portal. Many of the these GeM bills are pertaining to period before 2020-21 showing as overdue payments due to non updation of the payment details on GeM portal.

2. The unit in this context has to login with Unit Login Id (i.e UNITCODE) in dynamic website of CDA Guwahati <https://cdaguw.gov.in> for receiving all data at a glance as bill details received from units and passed in TULIP, through Dynamic website specially designed for unit to get all types of bill data. Pre audited bill passed by GeM/Audit Sections and its payment proof i.e UTR No and Date are available along with rejections remarks in the data available in dynamic site. In case of the payment details not received for the bill floated, the unit may approach this office along with the Bill details for further information regarding payment.

In this connection all the Units are also requested to carry out following mentioned procedure to float a GeM bill for passing and updating of post payment details on GeM portal:-

a). Unit should register in GeM portal with proper unit code allotted for particular unit name by concerned regional PCsDA/CsDA. The HOD of the unit should carry out the procedure to register the same. While registering the HOD will select the payment mode as CGDA for payment of Pre-audited bills. The concept of PAO as user under HOD login no longer persists. If any of the units posses user as PAO name (viz. Shri. Moloy Ghosh,SAO, Shri. Biswajit Ghosh, AO ,Shri. S S Dev Roy Retd. SAO and Shri. S C Adhikari Retd. SAO or any other SAOs/AOs/AAOs) it is requested to deactivate those PAOs.

3. The Procedure for processing GeM Bill is as follows:

i) A GeM online bill is floated by the unit (buyer) for the first instance for action by respective PCsDA/CsDA. If the bill is passed then automatically after the payment is credited to the respective vendor account, UTR no. is auto populated in the cheque slip pertaining to the unit simultaneously payment details will be updated in GeM portal and the detailed cheque slips and other bill information can be viewed at the end of the unit through their registered login in the Dynamic website of CDA Guwahati (<https://cdaguw.gov.in>). It is requested to kindly complete the registration of units in the dynamic website urgently so as to access the bill information smoothly.

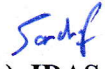
ii) On certain instances it has been observed that GeM bill floated in online mode is forwarded in offline mode also. The unit are requested not to float bill which are floated online, if the online bill is rejected then the buyer can get information for rejection in the GeM portal for resubmitting or updating of payment details from their side.

If bill floated online and previously passed in offline mode, then the online will be rejected and after rejection unit can update the payment details by the UTR and UTR Date generated for the same bill passed in offline mode which can be viewed by Units through their login in the dynamic website.

4. The units are requested to collect the bill information through their login and update the same in GeM portal to complete the cycle of GeM online purchase for those bill which are not auto updated in the GeM portal. It is to be mentioned that once the payment is credited the UTR generation takes 2-3 days for updation and further 2-3 days updation in GeM portal automatically.


5. Units are requested to carry out the updation procedure for the legacy data on or before 05-02-2021 for the past procurements. If the bill details are not reflected in unit login the same may be approached to this office mail cdaguwgem.dad@hub.nic.in for further information.

6. The contents of this circular may please be disseminated to your lower formation with a direction to strictly follow the guidelines to avoid unnecessary complication at later stage and to show incorrect data/picture in GeM-portal.


(S.K. Yadav), IDAS
Dy. CDA (GeM-Cell)

Copy to:

The Officer in charge ----- for uploading the same on CDA Guwahati website.
IT & S Wing (Local)


(S.K. Yadav), IDAS
Dy. CDA (GeM-Cell)