No. IA/II/50/Gem/Vol-III   Dated: 17/10 /2019

<u>Important Circular No 96</u>

To,

    1) All Section of Main Offices

    2) All sub offices as per the standard list

Subject: <u>Gem Bills- payment method</u>

    A copy of HQrs Office, CGDA Delhi cantt. letter No IT& S/962/Gem-Misc dated 15/10/2019 regarding Gem Bill-Payment method is forwarded herewith for your information & guidance regarding action to be taken on payment of Gem Bills.

Enclosure: 03 (Three)

                                          (N. K. Biswas)

                                     Group Officer (IA)

<u>Copy to:</u>

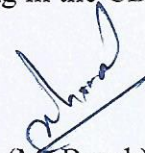The officer In Charge----------------For information, necessary action and uploading in the CDA

IT & SW Section   Guwahati website please.

(Local)

                                       (M. Borah)

                                  Accounts Officer (IA)

E-mail

No: IT&S/962/GeM-Misc

Dated: 15/10/2019

To,
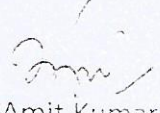
All the PCsDA/CsDA/PCA(Fys)

Sub: GeM bills – payment method

For better management of online Gem Bills, a payment cycle has been designed by this office and the same is forwarded herewith.

2   It is requested that the same may be circulated to the Audit sections/GeM cell of your office. The users at the local defence units may also be educated about the payment cycle so that they become aware about the actions to be taken by them regarding GeM bills.

This has approval of Addl. CGDA(IT&S).

(Amit Kumar)
Sr. ACGDA(IT&S)

The GeM Payment cycle post integration scenario is described as under:

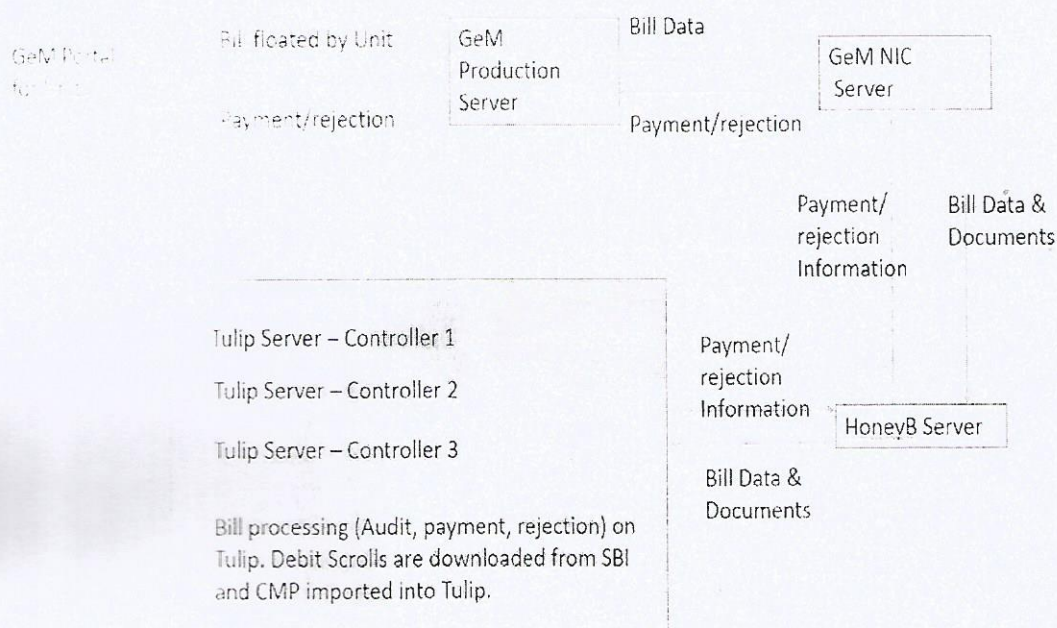Entire payment cycle is based upon the premise that units have selected CGDA as payment method and subsequently identified respective PCDA/CDA as payment entity. Payment Cycle post active integration with Tulip is as below:

GeM Portal | Bill floated by Unit | GeM Production Server | Bill Data | GeM NIC Server
| Payment/rejection | | Payment/rejection |

Payment/ rejection Information | Bill Data & Documents

Tulip Server – Controller 1

Tulip Server – Controller 2

Tulip Server – Controller 3

Payment/ rejection Information

HoneyB Server

Bill Data & Documents

Bill processing (Audit, payment, rejection) on Tulip. Debit Scrolls are downloaded from SBI and CMP imported into Tulip.

For above payment cycle the bill will flow online to GeM intermediate NIC server and subsequently to respective PCsDA/CsDA server via HoneyB server at CGDA. Audit would be carried out at Controller offices. These are two outcomes to audit process:

a. Successful **passing of bills and payment to vendors**: In this case payment information will be passed on to GeM server as shown and bill processing cycle will be considered complete.

b. Rejection of bills: In this case rejection reason would be available to the units and units are mandated to rectify the reasons and resubmit the bill in offline mode by printing the bill and associated documents and send it to PCsDA/CsDA for payments clearly demarcating the bills as "DUPLICATE OF REJECTED BILL". PCsDA/CsDA will confirm if offline GeM bill sent is rejected or not in online mode and ascertain the rejection reason. Only if bill is rejected in to the system (TULIP), the PCsDA/CsDA will process the GeM bill under the menu rejected GeM bill (development in progress at IT&SDC Secunderabad).

After successfully passing of "Rejected GeM bill" the PCsDA/CsDA would intimate the unit about the payment reference details and same can be updated by units on GeM portal to complete bill payment cycle in GeM.

For any other GeM bill which is not received through online method, PCsDA/CsDA are requested to revert to CGDA office for further analysis. Few likely scenarios which have been highlighted are:

i. Units **wrongly selecting payment method as "Payment by units" instead of CGDA:** Such bills will not reflect in Tulip and request should be made to units to rectify the payment method and resubmit the bills. After successful resubmission bills would follow the payment cycle as explained above.

ii.   **Units wrongly selecting payment mode as CGDA instead of "Payment by units":** These bills will start reflecting in Tulip and during audit PCsDA/CsDA needs to reject these bills. Post rejection units can audit/pay for these bills at their end. This is user education issue.

iii.   **Post Audit bills received through online mode:** Controllers needs to reject those bills during audit as the case would have been for printed offline GeM bills received in DaK. Case should be highlighted to CGDA and IT&SDC Secunderabad for analysis and creating provisions in TULIP if required.

2.   As explained above payment cycle, will only take into consideration, the bills which are received online through GeM and there will be no separate provision for bills received through offline mode. Analysis would be done at CGDA end and would be informed to stakeholders (primary buyers) and to GeM for rectification action