



सत्यमेव जयते

रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171

Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171

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SC/IV/ Non Gem Report/Vol-I

Dated:- 03.05.2021

To,

The officer- in- charge

SC-II, SC-III, M-II & IV, E Section

All AO GE

Sub:- Procurement of Goods and Services outside Gem Portal

Ref:- HQrs office New Delhi letter No AB/II/1/11244/ Gem , dated 24.03.2021 and MO letter
No O&M/705/GEN/ CORR/Vol-I, dated 13.04.2021

Please find enclosed a copy of HQrs office No. AB/II/1/11244/GEM dated 24.03.2021
under which several directions regarding have been given by Hqr office on the above subject.

It has been directed by the Competent Authority that the details of bills for procurement
of Good and services outside Gem by the unit passed by all sub office including AO(GE) may
please furnished on month by basis by 1st of the following month on office email and FAX as
per Annexure "A" (copy enclosed).

GO. has been seen.

Copy to:

EDP : for Uploading

Sr.Accounts Officer

Sr.Accounts Officer

ANNEXURE 'A'

NO	Name of section & Office	S.O & CA No	Date	Amount	Description of S.O & C A	e-Procurement/ Local purchase Bill	CFA	With/ Without IFA	Name of Unit & Formation	Supporting docum Clause enclosed (
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