

Office of the Pr.CDA (western Command), Chandigarh
(Addl.CDA)

Instruction order of Addl.CDA

Dated: 12/04/2018

**Sub: Procurement of Goods and Services through Government e-
Marketplace (Gem).**

This is reference to HQrs circular No. AT/IX/9504/Gem Corr, Dated: 10.04.2018.

- (i) It has been decided by the competent authority that UTR number generated at time of GeM payment be forwarded to concerned units/formation for uploading/ update at GeM portal (This can be routed through EDP).
- (ii) A status report for bills outstanding clearly indicating number of bills outstanding/ amount and oldest date on account of GeM payment be submitted to undersigned on fortnightly basis for onward submission to HQrs office.
- (iii) It may also be noted that no GeM bill to be returned without being shown to the Group Officer.


(Dr. Amit Gupta)
Addl.CDA

Distribution:

1. Group Officers (E, S/C, M, AN-XI & XII, IT&S)
2. AAO (Pay) Jalandhar
3. AAO (Pay) Delhi
4. AAO (Pay) Pathankot
- ✓ 5. IT&S Section : for uploading to the website.

Copy to:

1. PS to PCDA : for information please.