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No.SC/I/1008/GeM/348
O/o the PCDA (WC
Chandigarh
Date: 14.05.2018

To,

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The Col (FP)
HQr Western Command
Chandimandir

Sub: GeM Integration – instruction regarding code heads

Ref: HQr office letter no. IT&S/962/GeM dated 23.04.2018

This is with reference to queries being received from the units/formations regarding the selection of code heads at the time of procurement of stores through GeM portal and seeking guidelines about the code heads to be selected for purchase of particular items.

2. In this context, it is intimated that our HQr office i.e. CGDA Delhi Cantt has uploaded consolidated list of code heads and out of these code heads, the primary user will select the code heads being used by his/her unit for procurement. In this context, it is pertinent to mention here that procedure for classification of expenditure for procurement through GeM portal continues the same as in case of procurement of other methods i.e. LP through BOO, by issue of quotation etc. Further, expenditure may be classified as per nature of expenditure involved and with reference to the code heads under which allotments are received by them. Our Hqrs office has recently notified prefix Category for different elements of GST for all services to be used viz., 25=IGST, 26=IGST (Import), 27=CGST, 28=SGST/UTGST. Pre-fix Cat 86 represents Western Command and is commonly used before Service Heads.

3. The above instructions may be circulated to all the units under your administrative control. In case of specific query regarding code heads for procurement through GEM, the unit authorities may submit the same to this office for guidance

sl/-
SAO(S/C)

Copy to:

✓ The officer-in-charge

IT&S (local): for uploading on the PCDA (WC) website w.r.t HQr letter no. IT&S/962/GeM dated 23.4.18

SAO(S/C)