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.