



कार्यालय रक्षा लेखा प्रधान नियंत्रक (सेना), करियप्पा मार्ग लखनऊ छावनी-226002
Office of the Principal Controller of Defence Accounts (Army)
Cariappa Road, Lucknow Cantt. -226002
कार्यालय दूरभाष सं.0522-2451547 कार्यालय फैक्स सं. 0522-2451993
Office Phone NO. 0522-2451547 Office Fax NO. 0522-2451993
E-mail – paytechpedacelko.dad@gov.in

E-mail

PT/3088/CGDA/Vol- X/2024

Date : 0/ /03/2024

To,

The Officer-In-Charge,

1. All LAOs
2. All AO GEs/ AAO GEs
3. AAO (Army), Kanpur
4. AAO (Army) Prayagraj
5. ALL Section of Main Office Lucknow

Subject : Processing of Contractor's (GeM/Non-GeM) and Personal Claim bills by the PCsDA/CsDA offices.

Reference: HQrs New Delhi letter No. AT-Coord/13089/VI dated 29.02.2024

Please find attached HQr office letter No. AT-Coord/13089/VI dated 29.02.2024 for information and strict compliance.



Encls: As stated


Sr. Accounts Officer

Copy to:

1. The CGDA
Ulan Batar Road,
Palam,
Delhi Cantt.- 110010
--- For information w.r.to the letter cited above.
2. OA Cell
(Local)
--- For uploading a copy on PCDA (A) LKO website.

-sd-
Sr. Accounts Officer

	<p>कार्यालय, रक्षा लेखा महानियंत्रक उलान बटार रोड, पालम, दिल्ली कान्ठ - 110010 Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt - 110010 Ph no. (011):25665734/32 Fax- (011) : 25674806, 25674821 e-mail: atccnrd.cgda@nic.in</p>	
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No. AT-Coord/13089/VI

Date: 29.02.2024

To,

All PCsDA/CsDA

Subject: Processing of Contractor's (GeM/Non-GeM) and Personal Claim bills by the PCsDA/CsDA offices.

Ref: HQrs letter no. GeM Cell/AT-IX/SCOGEM minutes/06 Oct 2022(e-4878) dated 28.10.2022

While examining the data pertaining to contractor and personal bills processed by field offices, it has been observed that the rejection percentage is quite high.

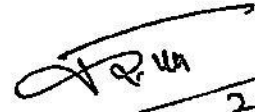
2. Reference is invited to HQrs office letter cited above wherein it was directed that returning of any bills, for procurement done through GeM, would require approval of concerned Group Officer.

3. I am directed to convey that it has been decided by the Competent Authority that the above will be followed for all bills (contractor's as well as personal bills(DAD & Non-DAD)). Therefore, return of any bill will henceforth require approval of the concerned Group Officer. In addition, second time return will require approval of JCDA/Addl CDA.

4. These instructions may also be disseminated to all sub offices for strict compliance.

5. Acknowledgement of the same may be forwarded.

6. This issues with the approval of Addl CGDA(Audit).


29/2/24
Sr. ACGDA(Audit)



रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी -110010
CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt- 110010

Phone: 01125665577 E-mail:gemifa.dad@gov.in

No. GeM Cell/AT-IX/SCoGeM minutes/06 Oct 2022/2022(E-4878) dated 28 Oct 2022

To,

All PCsDA/PCA (Fys)/CsDA

Subject: Processing of GeM Bills

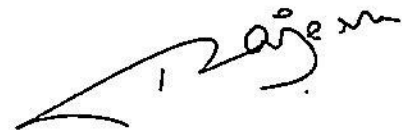
Ministry of Defence (Finance) in a meeting on GeM has highlighted the issues related to timely processing of GeM bills (offline and online) and updation of pending payments of old GeM bills. In this connection, following directions are issued:-

- a. The data pertaining to pending payment details from GeM in respect of GeM Bills (offline and online) for Army, Navy, Air Force, DRDO, BRO and Ord Fys for the years 2018-2022 as on 05 Aug 2022 was forwarded by this office vide letter No. ✓GeM Cell/AT-IX/Misc./2022-23 dated 25th August 2022 (copy enclosed) to all the PCsDA/PCA (Fys)/CsDA with the request to provide the data to concerned Unit/Formation/Command for their updation on GeM portal. In this regard, it is directed that the same may be done at the earliest and a confirmation be given to HQrs. office in this regard. Further, the payment details i.e. UTR No., Date of payment and the amount in respect of all offline bills (Service bills or others) paid in the past may be forwarded to Units to update by them on the Bulk Updataion Facility provided by GeM. In this regard, HQrs. CGDA office letter No. A/B/II/11244/GeM dated 28.01.2022 (copy enclosed) may also be referred.
- b. HQrs. office vide letter No. No. GeM Cell/AT-IX/Misc./2022-23 dated 23rd August 2022 has directed not to return the GeM bills on grounds like insufficient funds, wrong code head etc. The same is reiterated. With respect to insufficient funds, the bills may be processed after obtaining provisional funds availability certificate from the Unit and in case of bill processed with wrong Code Head, the same may be got corrected with personal liaison, instead of returning of bill. Any return of GeM bill is required to be approved by Group Officer.
- c. It is also directed that the GeM bills may be processed within three days from its receipt and as soon as the payment is made, the bill detail may be updated on GeM portal after receipt of UTR No./Scroll. After making the payment,

there should not be any case of pending payments on GeM portal for the current bills for want of UTR No./Challans. Any technical issue in linking of same may be intimated to CDA (IT&SDC), Secunderabad, immediately, with a copy to this HQrs. office, for further necessary action.

- d. Ministry of Defence (Finance/GeM) has directed. that all items which are available on GeM or which can be made available on GeM should necessarily be procured only from GeM. Hence, 100% procurement through GeM, wherever feasible, may be ensured. The direction may be disseminated to all sub-offices under your control for compliance. In this regard, HQrs. office letter No. AN/VII/7084/GeM/2022-23 dated 22.09.2022 may be referred.

2. This issues with the approval of Addl.CGDA(SGD).



AO (GeM Cell/AT-IX)