



## रक्षा लेखा नियंत्रक (सेना)

CONTROLLER OF DEFENCE ACCOUNTS (ARMY)

बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी - 250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250 001

0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216

ई-मेल आई.डी./e-mail id: oandmcdaarmy.dad@hub.nic.in



### Important Circular

No. GeM Cell/Circulars

Dated: 20.12.2021

To,

All AOGes

**Subject: Processing of GeM Bills**

**Reference : HQrs Office letter no IT&S/962/GeM Issues dated 02.03.2020 and IT-9260/GeM/1/2020-IT dated 18.08.2020 & dated 23.03.2021**

It is brought to notice of all concerned that GeM integration had been extended to all Regional Controllers w.e.f. 15.11.2020. The data of all bills GeM bills passed by various offices in offline mode prior to integration in TULIP system was sought by HQrs office vide HQrs office letter cited under reference.

Processing of GeM bills in offline mode has been ceased ever since and all GeM bills are being processed in online mode in Tulip system centrally by GeM Cell of concerned Regional Controllers. Only in exceptional case GeM bill are processed in offline mode after due approval of competent authority as per the guidelines issued vide HQrs office letter IT-9260/GeM/1/2020-IT dated 18.08.2020 and ibid dated 23.03.2021. Even in those cases all the GeM details like GeM Contract no, Invoice No& CRAC No. have to be meticulously entered and the bill has to be passed as a GeM offline bill. To obviate any chance of erroneous or double payment Hqrs office has also mandated that the bills must be endorsed by next higher CFA (where unit is at fault) and the reason for offline submission must clearly be brought out.

However, it is noted with serious concern, that in complete disregard of HQrs office guidelines and extant orders, some AOGes under CDA (Army) Meerut are still processing the GEM bills in offline mode as per the reports received on Non DAD GeM procurement by these offices. As such it is confirmed that AOGE office are not integrated with Tulip system.

It is reiterated that processing of GeM bills in offline mode is not only contrary to the instructions of HQRs office but also the idea of e governance being propagated by government of India.

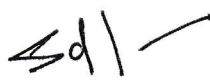
In view of the above, all the AOGes are, hereby requested to cease processing of GeM bills forthwith and route all Gem bills received by them to Main office immediately.

A report of all the GeM bill which have already been processed in offline mode may be forwarded to this office in the following format for onward submission to HQrs office Gem Cell to close the bills and avoid resubmission of the same in online mode in future.

S. No	CRAC No.	CRAC Date	Invoice No.	Invoice Date	Bill Amount	Passed Amount	Unit Code	Final Bill Date	UTR No.	UTR Date

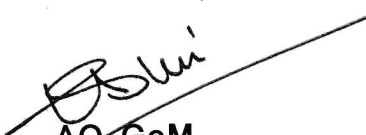
Please accord 'Top Priority'

Addl. CDA has seen.

  
AO GeM

Copy To:

- 1. All CE/CWE/GE :** Kindly ensure submission of all bills in online mode. In case the same is not possible , forward the offline Gem bills copy to Main Office, CDA (Army) Meerut in accordance with our HQrs letters attached herewith.
- 2. O I/C IT& S :** For uploading on CDA (ARMY) Meerut website)

  
AO GeM

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रक्षा लेखा महानियंत्रक  
**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

सूचना प्रौद्योगिकी एवं प्रणाली  
**Information Technology & Systems Wing**

उलान बटार रोड, पालम, दिल्ली कैंट-10  
**Ulan Batar Road, Palam, Delhi Cantt-10**  
 Phone: 011-25665761-63 Fax:-011-25675030  
 Website: <http://cgda.gov.in> e-mail: [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)  
 E-mail/Fax

No: IT&S/962/GeM-Issues

Dated: 02/03/2020

To,

✓ All the Regional Controllers

Sub: GeM Bills - offline processing regarding

The process of GeM integration was extended to all the Regional Controllers w.e.f. 15/11/2019. Accordingly, the Controllers are processing the GeM bills in online mode.

2 It is requested that the payment information of GeM bills processed in offline mode(prior to date of integration of Tulip with GeM in respect of your office) at your end may be forwarded to this office([cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)) and OSCC, Army([gem1-oscc@gov.in](mailto:gem1-oscc@gov.in)) in the following format duly mentioning the CDA Code..

S. No.	CRAC no.	CRAC Date	Invoice No.	Invoice date	Bill Amount	Passed Amount	Unit Code	Final Bill Date	UTR No.	UTR Date

(Amit Kumar)  
 Sr. ACGDA(IT&S)

Copy to  
 The OSCC  
 The GeM

For information and necessary action

(Amit Kumar)  
 Sr. ACGDA(IT&S)

215  
 03-03-2020

for m/a M.  
 G.O/Sao.

Email sent

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रक्षा सेवा महानियंत्रक  
**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

सूचना प्रौद्योगिकी एवं प्रणाली  
**Information Technology & Systems Wing**  
उत्तम बटार रोड, पालम, दिल्ली कै-10  
Uttam Batar Road, Palam, Delhi Cantt-10  
Phone: 011-25665761-63 Fax: 011-25675030  
Website: <http://cgda.gov.in> e-mail: [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)  
E-mail/Fax

No: IT-9620GEM/1/2020-IT

Dated: 18/08/2020

To,

✓ All the PCsDA/CsDA


Sub: GeM Bills - offline bill processing regarding

This office is receiving a number of references from Controllers and units to allow offline processing of GeM bills that cannot be received online due to some reason, like selection of internet/unit in payment method, bill not received online for many days due to some issue at GeM etc.

2 In view of the above, it has been decided to allow the offline processing of such bills. Such bills must be endorsed by higher CFA so as to avoid duplicate payments and clearly identifying the reason for offline submission. Once received at PCDA/CDA these bills should be processed in offline mode only after taking the sanction of PCDA/CDA. The sanction details are to be captured in Tulip. Due care should be taken in feeding the data in Tulip so as to allow the system to check for duplicate bills.

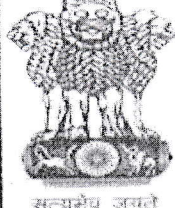

3 A monthly report of such bills may be forwarded to HQrs office through email to ([cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)) for monitoring at this end please.

This has approval of Addl. CGDA(IT&S).

  
(Amit Kumar)  
Sr. ACGDA(IT&S)

Copy to  
The IT&SDC,  
Secunderabad

For information and with a request to amend Tulip software to allow offline processing as above. The offline processing should have provision to capture GeM parameters(CRAC, Invoice no, bill no) for validation purpose to avoid duplicate payments. User may be allowed to capture the sanction details. Provision should also be made generate a monthly

	<p style="text-align: center;">भारतसरकाररक्षामंत्रालय Government of India Ministry of Defence रक्षालेखाग्रहानियंत्रक <b>Controller General of Defence Accounts</b> उलानबटारोड़, पालम, दिल्लीकान्ठ-110010 Ulan Batar Road, Palam, Delhi Cantt - 110010 Ph- 011-25665863, 25665763 , Fax- 011-25675030 Email: <a href="mailto:cgdanewdelhi@nic.in">cgdanewdelhi@nic.in</a></p>	
<b>IT&amp;S WING</b>		
No: IT-9620GEM/1/2020-IT		Dated: 23/03/2021

E-mail

To,  
All the PCsDA/CsDA,

Sub: GeM Bills - offline bill processing - clarification regarding

This is with reference to this office letter no. IT-9620GEM/1/2020-IT Dated 18/08/2020 vide which the offline processing of GeM bills was allowed after endorsement by next higher CFA.


2 This office has received references from the stakeholders to waive off the requirements in cases where unit is not at fault. Therefore, it has been decided to relax the condition of requirement of higher CFA sanction in cases wherein the unit is not able to push the bill due to technical reasons at GeM portal.

3 An annexure duly indicating the action to be taken for processing of offline bill for each of the rejection reason is enclosed as annexure 'A'.

4 It is also informed that the offline bills can be processed with the approval of Group Officer. Approval details are to be captured in Tulip alongwith bill details to allow the system to check for duplicate bills.

5 A monthly report of such bills may be forwarded to HQrs office through email.

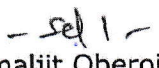
This has approval of Addl. CGDA.

  
 (Amit Kumar)  
 Sr. ACGDA(IT&S)

Copy to:  
The OSCC

The HQrs GeM Cell  
(Local)  
The HQrs IFA wing  
(Local)

For information please

  
 (Kamaljit Oberoi)  
 Accounts Officer

## Online GeM bills rejection reasons

S. No	Rejection Reason	Offline processing instructions
1	Incorrect Unit Code	The handling mechanism is being developed by GeM. If the bill is rejected for this reason, the unit may raise the ticket with GeM and submit the ticket number alongwith offline bill. Higher CFA sanction not required in this case.
2	Incorrect Code Head	Online resubmission facility provided by GeM. Unit may resubmit the bill in online manner
3	Insufficient Funds	--As above --
4	Financial Sanction not matching with that of supply order value	--As above --
5	Supply order quantity and amount not matching with that of Invoice and CRAC Data	Higher CFA sanction not required
6	PDF attachment not available	The document pulling facility provided in Tulip. The same may be used. If the document is still not available after pulling, the instance may be brought in the notice of HQrs office
7	Financial Advise PDF not available	
8	Supply order/Contract PDF not available	
9	Invoice PDF not available	
10	CRAC PDF not available	
11	Specimen signature in FA file not available	As at 2 above
12	Invoice not pertains to this contract	As at 1 above
13	Vendor Bank details not available/incomplete/incorrect	As at 1 above
14	Bill does not pertain to this CDA	As at 1 above
15	Incorrect Payment authority(Payment to be made by unit)	NA
16	Invalid code head subcategory	Online resubmission facility provided by GeM. Unit may resubmit the bill in online manner
17	Sub Category not available	Online resubmission facility provided by GeM. Unit may resubmit the bill in online manner
18	Bill file not available	As at 6 above
19	Bill amount not tallying with product total amount	Higher CFA sanction not required
20	Bill already processed offline	NA
21	Product details not available for this Transaction id	Higher CFA sanction not required
22	Duplicate Bill. GeM offline bill with same invoice details found paid.	NA
23	Bill pertains to prior cut-off date of implementation of GeM online bill processing	NA
24	Incorrect Project Code.	As at 1 above
25	FA PDF not pertains to this Supply Order.	Higher CFA sanction not required
26	Vendor GSTIN is missing.	No
27	Bill Can not be processed because UNIT Closed and LAC Issued.	NA
28	Financial sanction validity expired.	Higher CFA sanction not required