



रक्षा लेखा नियंत्रक (सेना)

CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी - 250001

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Important Circular

No. GeM Cell/Circulars

Dated: 13.01.2022

To,

All AOGes

Sub. : Processing of GeM Bills

Ref. : This office circular No. GeM Cell/Circular dated 20.12.2021

In continuation of GeM circular cited under reference regarding processing of GeM bill in online mode, it is brought to the notice of all concerned that this circular applies to local purchase of items through GeM wherein CRAC no and Invoice has been generated. This shall also apply to CHT and outsourcing services where contract has been done through GeM but the facility of CRAC generation through GeM still does not exist.

However it is seen that after the issue of above mentioned circular various GE offices are forwarding the bills pertaining to RAR to this office, this context, it is clarified that RAR bills pertain to the offices of **AOGes and E section** and the HQrs office has not issued any guideline pertaining to those bills. These bills may be cleared as per the extant orders, AOGE manuals, MESR and other relevant chapters of OM etc .

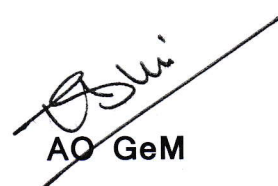
Further, queries have been raised by various AOGes about the processing of **normal local purchase bill** in offline mode where CRAC no and GeM Invoice have been generated. It is clarified that GeM Bill wherein CRAC has been generated must be submitted online. In exceptional case where the same could not be submitted online owing to clerical error or ignorance on the part of procuring entity, the bill need to be endorsed by next higher CFA as to avoid double payment and reason must be clearly brought out before submitting to this office for processing in offline mode.

Thereafter, with the approval of competent authority, the offline bill shall be passed by the audit section operating the LCH in which the bill has been processed and allotment is to be

booked as GeM offline bill and all the GeM particulars must invariably be fetched to facilitate linking and tracing of the bill in future as per the guidelines issued by HQrs office in this regard vide its letter no **IT-9260/GeM/1/2020-IT** dated **18.08.2020** & dated **23.03.2021**. CHT and outsourcing of services bills wherein contract has been signed through GeM but facility to generate CRAC does not exist through GEM as of now, shall also be treated as offline GeM bill. However, endorsement by next higher CFA shall not be required as the fault is not on the part of unit.

Kindly ensure due compliance.

Addl. CDA has seen.


AO GeM

Copy To:

1. **All CE/CWE/GE :** Kindly ensure submission of all GeM bills pertaining to local purchase in online mode. For RAR bills etc. the existing procedure shall continue.
2. **O I/C IT& S :** For uploading on CDA (ARMY) Meerut website)


AO GeM