



रक्षा मंत्रालय
Ministry of Defence

"हर काम देश के नाम"
रक्षा लेखा महानियंत्रक कार्यालय
उलान बटार मार्ग, पालम, दिल्ली छावनी - 110010
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt. - 110010
जेम कक्ष / GeM Cell
वेबसाइट/website: www.cgda.nic.in

विकसित भारत
अभियान
1947 TO 2047

भारत सरकार
Govt. of India

File No.: GeM-701/1/2025-GeM

Date: 29/04/2026

To

All PCsDA/CsDA
(Through WAN/CGDA Website)

Sub: Timely disposal of GeM/ Non GeM Bills.

Ref: 1. Dept. of Expenditure, MoF, GOI letter No. F.6/18/2019-PPD dated 03/07/2020.
2. HQrs letter No. AT/IX/9504/GeM Corr dated 10/04/2018.
3. HQrs letter No. AT-Coord/13167/Vol.II dated 28/08/2023.

With reference to above subject, this is to remind that time to time necessary instructions are being issued for disposals and payments of GeM bills within mandated time frame i.e. 10 calendar days or 7 working days.

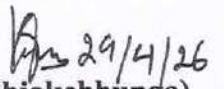
2. It may be noted that Government has been repeatedly emphasizing the need for prompt payment to all vendors. Administrative score card of MoD for parameters related to GeM payments is being closely monitored by Cabinet Secretariat and delayed payments are adversely affecting MoD's Scorecard. The Defense Secretary has directed that all GeM payments be ensured positively within the stipulated timelines without fail.

3. Recent analysis for the year 2025-26 in respect of GeM payments, indicates that a significant number of online bills are not being processed within the prescribed timelines despite existing instructions.

4. Therefore, in view of above, all PCsDA/CsDA are requested to ensure that:

- All third party bills are processed within the prescribed 7 working days.
- UTR linking need to be updated on a daily basis to ensure timely closure of bill.
- The bills should not be returned on frivolous ground for want of original documents/information available on GeM Portal.

This issues with the approval of the Jt. CGDA (AT&Sys).


(Dr. K. Lalbiakchungma)
Sr. Dy. CGDA (GeM)

Copy to,

IT &S Wing (Local).....	For uploading in CGDA Website and WAN.
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No.F.6/18/2019-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

512, Lok Nayak Bhawan,
New Delhi Dated the 3rd July 2020

Urgent
CFO + DL (EODS)
for
3/7/2020
Separate Cir.

OFFICE MEMORANDUM

Subject: Prompt payment to suppliers including MSMEs: Charging of interest on delayed payments in Government e-Marketplace (GeM)
Reference : This Department O.M. No.F.6/18/2019-PPD dated 23.01.2020.

Government has been repeatedly emphasizing the need for prompt payment to vendors specially the MSME vendors. The intent of the Government in this regard has been articulated under the Aatmanirbhar Bharat pronouncements. For procurements made under rule 149 of GFRs 2017, buyers are mandated to make payments within 10 calendar days after generation (including auto generation) of Consignee Receipt and Acceptance Certificate (CRAC) in the GeM.

2. In order to promote greater discipline and timeliness in payment to vendors, it is decided that whenever a CRAC is auto generated or issued by a buyer and payment is not made 10 days thereafter, the buyer organization will be required to pay penal interest @ 1% per month for the delayed payment beyond the prescribed timeline till the date of such payment. The charge of interest shall be prorated for the period of delay. [For example, if CRAC is generated on the 1st day of a month and payment is made by the buyer organization on the 20th day of the month, interest for 10 days will be charged. The penal interest will be 10/30 multiplied by 1% i.e. 0.33%]. Month may be taken as 30 days in all cases.

3. The amount collected in this regard shall be deposited in an account maintained by GeM. This interest will not be paid to the vendor and will be kept by GeM in a separate account which will be used only for the education of sellers/ buyers etc., or other purposes related to GeM or public procurement with the prior approval of Department of Expenditure. This shall not cover any other interest payable to vendors under any law or contractual obligations, which will be over and above the interest as charged above.

4. The above conditions will be applicable for all procurements made from 1st October, 2020.

5. This issues with the approval of Finance Minister.

knreddy
(Kotluru Narayana Reddy)
Deputy Secretary to the Govt. of India
Tel.No.24621305. Email: kn.reddy@gov.in

14/7
04/7/2020

To,
All the Secretaries and Financial Advisers to Government of India

Copy to:
1. CGA, CGDA, FC/Railway Board - For information and necessary action.
2. Secretary, Department of Public Enterprises with a request to consider issuing...



इसा सेवा महानियंत्रक का कार्यालय

उत्तान बटार मार्ग, पालम, दिल्ली छावनी - 110010

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(AT/ सेवा परीक्षा -IX अनुभाग)

E-Mail : cgdaaudit9.dad@hub.nic.in



Dated: 10.04.2018

AT/IX/9504/GeM Corr

To

All PCsDA/CsDA/PIFAs/IFAs/PCA(Fys)/CFA(Fys)

Sub: Procurement of Goods and Services through Government e-Marketplace (GeM).

Ref: This HQrs office circulars of even number dated 27.11.2017, 21.09.2017 & 22.06.2017.

This is with reference to the introduction of Government e-Marketplace for procurement of common goods and services by Ministries/ Departments. Rule 149 of GFR-2017 stipulates mandatory procurement of such common goods & services available on GeM. It is requested that strict compliance of the ibid rule relating to procurement of goods and services through GeM portal may be ensured by your office and agencies under your payment jurisdiction.

2. Necessary directions have been issued repeatedly to ensure that the payment of GeM related bills is ~~to be~~ done in a time bound manner. However, complaints from various Units/Formations and GeM authorities regarding delay in payments are being received. It has been reported that some of the Controllers office are insisting for documents in original which are already available on the GeM portal, digitally signed

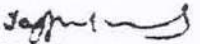
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In addition some of the offices are asking for information such as suppliers bank details (Mandate form, cancelled cheque etc.) despite the information being available on the invoices. These need to be addressed on priority. Therefore, all PCsDA/CsDA are again requested to strictly adhere to the time lines as circulated by this HQ letter of even no. 21.09.2017 and delay should be avoided through close monitoring of GeM bills. (The bills should not be returned on frivolous grounds and for want of original documents/information which are available on the GeM portal digitally signed.)

4. It was also requested that the UTR numbers generated at the time of payment may be forwarded to the concerned units/formations for uploading/ updating on the GeM portal.

5. Further, it is requested that a status report for bills outstanding clearly indicating the no. of bills outstanding, amount and oldest date on account of GeM payment may please be furnished to this HQrs office.

6. This issues with the approval of Sr. Jt. CGDA (IA&S).


(JAGPAL SINGH)

Sr. Accounts Officer (AT-LX)

“हर काम देश के नाम”



रक्षा लेखा महानियंत्रक
उलान बटार रोड, पालम, दिल्ली छावनी-110010
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Ulan Batar Road, Palam, Delhi Cantt.- 110010

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email: atcoord.cgda@nic.in

No. AT-Coord/13167/Vol.II

Date : 28.08.2023



To

All PCDA/PCA (Fys)/CDAs
 (By Name)

Subject: Clearance of bills

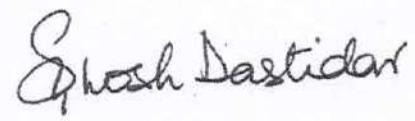
Reference: HQrs Office Strictly Confidential letter No. AT-Coord/13167 dated 25.05.1989

Timelines for clearing of bills were brought out vide ibid referred letter. Since 1989 Defence Accounts Department has adapted technological advancements and started using softwares/online platforms for passing of bills like TULIP, Online portal of GeM, etc. Accordingly, timelines for passing of bills have been reviewed as following:-

- (i) All bills should be cleared within 7 (Seven) working days (including medical bills).
- (ii) All advances viz. Medical, TA/DA, etc. should be audited and passed on the same day or on next day. An instruction for necessary standing arrangement may be issued to avoid delay.
- (iii) All bills taken up for clearance should be strictly on the basis of “First in First out”. In other words, the bills should be cleared in order of their receipt date wise. If any bill is to be taken up for out of turn priority, the same should be done under the personal orders of the PCDA/CDA. Surprise checks should be conducted by JCDA/Group Officers to ensure compliance of this requirement. Officer-in-charge of the Section will be responsible for ensuring FIFO and will ensure that clearance at all levels are also on FIFO basis.
- (iv) The distribution of bills (random) amongst Auditors should be made as per provision made in HQrs office circular No.AT-Coord/13346/Controllers’ Conference/2022/Follow up dated 27.03.2023 and subsequent instructions on the subject. “First in First out” method should be adopted in distribution.

- (v) Any and all observations and objections should be raised at first instance. Piecemeal observations should be avoided to ensure that bills are not returned more than once. Second time return may be done only for non compliance of initial objection. While returning the bill the approval of next higher authority should invariably be taken. If bill is required to be returned a second time, this should be with the approval of Group Officer and for the third and subsequent occasions should be with the approval of JCDA/CDA.
- 2. PCsDA/CsDA are requested to ensure strict compliance of the above by issuing necessary instructions to all concerned.

Please acknowledge receipt.



(S.G. Dastidar)
Addl. CGDA