

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairpersons/Coordinators of All Centres/  
Heads of the Departments/Directors of Regional Centres/ACLA/  
DSW/All Wardens of PU hostels/DUI/Registrar/D.R.(A/cs)/All Asstt.  
Registrars (Accounts)/C.O.E.  
Panjab University, Chandigarh

No. 6612-6811/FDO

Dated 29/10/18

**Subject: Regarding procurement through GeM portal.**

As you all are kindly aware that a cutoff date i.e. 15<sup>th</sup> October, 2018 has already been fixed and communicated to all departments that no purchases shall be allowed except through GeM portal.

In order to facilitate the use of GeM portal, a training programme was also organized by this office on 16.10.2018 in which representatives of various departments/offices participated.

It is relevant to point out that there are fixed timelines for processing of procurement cases under GeM, as explained herebelow:

1. After finalizing a product/vendor on GeM portal for procurement valuing up to Rs. 50,000/- or after identifying L-1 vendor in case of procurement valuing more than Rs. 50,000/-, the concerned department has to upload the copy of financial sanction of competent authority for such procurement within a period of 10 days from the date of putting the item in the 'Cart'.
2. After the receipt of material by the concerned department, the department is to create a Consignee Receipt Acceptance Certificate (CRAC).

**It may be noted that if material is not as per the specification then the concerned department has the right to reject the material**

**within 10 days from the date of receipt of material, otherwise it shall be deemed to be accepted.**

3. Within 10 days from the date of creation of CRAC, the payment has to be released to the concerned vendor.
4. After making payment to the concerned vendor, the detail of such payment has to be uploaded on the GeM portal by the PAO of the University i.e., Assistant Registrar (Budget).

In order to meet the prescribed timelines as explained above, it is advised that while processing any GeM procurement case/bill, the concerned department must mention on the file **"GeM Procurement Time Bound"** in a conspicuous manner.

All the concerned officials either from the purchasing department or from the Accounts/Audit Department must ensure to dispose of such files/bills within one working day.

It may be noted that the **timeline of 10 days as prescribed above is of 'Calendar Days' and not 'Working Days'.**

All concerned are requested to ensure due compliance of time limit as stated above in order to comply with the term of procurement through GeM portal, as mandated by the Government.

  
Finance & Development Officer

Copy to : SVC for kind information of the Vice Chancellor.