

**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. 7852-8051/FDO

Dated 7/12/18

**Subject: Regarding procurement of Goods & Services through GeM.**

This is in continuation to the instructions already issued by this office vide No. 6612-6811/FDO dated 29.10.2018 and 7131-61/FDO dated 06.11.18 regarding procurement of Goods & Services through GeM.

It has been observed that after generating 'Consignment Receipt and Acceptance Certificate' (CRAC), the departments are not verifying the Bills on GeM Portal for onward processing by the Accounts Department. Although the physical bills of purchase through GeM are being processed manually but, these are not updated on the GeM portal. Because of non updation of processing of such bills on the GeM portal, these bills are construed as pending for payment on GeM Portal.

In order to avoid such confusion, the steps to be followed by the departments after receipt of goods/material are reiterated herebelow:

1. If the material is found to be as per specification, in good quality and has been installed (wherever applicable), then the concerned department shall generate 'Consignment Receipt and Acceptance Certificate' (CRAC) on the GeM portal.
2. After generation of CRAC, the concerned department will upload the details of bill on GeM portal itself by following the steps as below:

**Dashboard→Bills→ Process Bills (Search for bills Status) →Bills yet to be created→Contract No. (search by contract No.) →Show Bills→View Bills→Required bill details to be added→Submit**

3. After processing/submission of bill on GeM Portal, the print out of the bill shall be forwarded to the Accounts Department for processing by enclosing therewith following documents
  - i) Printout of CRAC
  - ii) Printout of Comparative statement showing L-1 (applicable where purchase value is above Rs. 50,000/-.
  - iii) Printout of 'Bill submitted' page of GeM portal

Please ensure the compliance of above so as to enable the Accounts Department to process the bills in an expeditious manner.

  
Finance & Development Officer