

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 /
and Principal Investigators
Panjab University, Chandigarh

Dated 14/01/2020

No. 13.787/A

Reminder-1

Subject: Monthly Return/Report with respect to purchases through GeM portal.

Dear Sir/Madam,

This is in continuation to this office earlier letter No. 3790-3990/FDO dated. 14-6-2019 wherein it was requested to furnish the information with respect to purchase through Gem Portal on the proforma notified by the Chandigarh Administration on the 2nd working day of each month.

It has been observed that required information is not being received from the departments. Due to which consolidated information could not be submitted to Chandigarh Administration.

You are therefore, once again requested to ensure submission of required monthly information in the revised format (enclosed) as conveyed by Chandigarh Administration, through e-mail os_budget@pu.ac.in. **Such information must be submitted on 2nd working day of each month.** E.g. on 2nd working day of February, 2020 the information pertaining to the period up to December, 2019 and January, 2020 have to be submitted. On 2nd working day of March, 2020, the information of upto January, 2020 and February, 2020 have to be submitted and so on _____.

In case if any adverse action is taken by the Chandigarh Administration for non submission of the above information, the concerned department/office shall be responsible.

Please treat it most urgent.

Your's Faithfully,

Dr. Manohar

D.R. (Accounts)

Copy to:

SVC for kind information of the Vice Chancellor.

Expenditure Details for goods (for the Financial Year 2019-20)						
Mention Head Name	Expenditure of goods on Gem		Expenditure of goods outside Gem (Details as per Annexure-A)		Total Expenditure With and Without Gem till December	Reasons for buying outside Gem
	upto _____ (Month) 2019	_____ (Month) 2020	upto _____ (Month) 2019	_____ (Month) 2020		
Material & Supply						
Machinery & Equipment						
Motor Vehicles						
Office Expense						
Other Charges						
Any other Head (please mention Head Name)						
Total						

NOTE:- The Information on purchase of goods shall be provided excluding amount spent on items like Water, Electricity charges, Advertisements, Counsel Fee, Petro/Diesel/Oil & Lubricants, Rate, rents etc.

Expenditure details for Services (for the Financial Year 2019-20)							
Mention Head Name	Expenditure of services through Gem (Details as per Annexure-C)		Expenditure of services outside Gem (Details as per Annexure-B)			Total Expenditure With and Without Gem till December	Reasons for buying outside Gem
	upto _____ (Month) 2019	_____ (Month) 2020	upto _____ (Month) 2019	_____ (Month) 2020	_____ (Month) 2020		
Wages			Outsourcing Agency	Direct Contract	Outsourcing Agency	Direct Contract	
Any Other Head-1 (please mention Head Name)							
Any Other Head-2 (please mention Head Name)							
Total							

Annexure-A

List of Goods procured outside Gem along with reasons

upto _____ (Month), 2020 (Financial Year 2019-20)			
Sr. No.	Name of Product	Amount	Reasons for buying outside Gem
1			
2			
3			

Annexure-B

List of Services procured outside Gem along with reasons

upto _____ (Month), 2020 (Financial Year 2019-20)				
Sr. No.	Name of Service procured through Outsourcing Agency	Reasons for procured through Outsourcing Agency	Name of Service procured through Direct Contract	Reasons for procured through Direct Contract
1				
2				
3				

Annexure - C

List of Services procured through Gem
(Financial Year 2019-20)

Sr. No.	upto _____ (Month) 2020	Amount
1		
2		
3		