

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/Director, RPC
D. R./A.R.(Accounts), ACLA,
Panjab University, Chandigarh.

No. 2818-3017/FOD/F-03
Dated: 24/7/2020

Through:- **Director Computer Centre for circulation on official e-mail of all addresses.**

Subject:- **Regarding procurement of goods & services through GeM Portal.**

Sir/Madam

This is in continuation to the instructions already issued by this office circular no. 6612-6811/FDO dated 29.10.2018, 7131-61/FDO dated 6.11.18 and 7852-8051/FDO dated 7.12.18.

2. Through the above circulars, detailed procedure for generation of 'Consignment Receipt & Acceptance Certificate' (CRAC), creation and processing of a bill on GeM portal and finally payment thereof were notified.

3. As per the timelines prescribed by the GeM portal, the payment of Goods & Services procured through GeM portal must be made within 10 'Calendar days' from the date of creation of CRAC. Besides above, after making payment the detail of such payment has to be uploaded on GeM portal to clear pendency of bills created on portal. All these instructions already stand circulated as referred above.

4. Despite that many cases of non-compliances have been noticed specifically on the following counts:-

- i) Non release of payment within the stipulated of 10 calendar days from the date of creation of CRAC on GeM portal.
- ii) Non updation of payment details in reference to details created on GeM portal.

5. In both the above cases, the Panjab University as a buyer institution is reflected as a 'Defaulter'. It is adversely affecting the image of Panjab University as an institution. **In order to ensure timely payment to suppliers on GeM Portal, the Government has now decided vide notification no. F.6/18/2019-PPD, Ministry of**

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Finance dated 3rd July, 2020 that if a buyer fails to make payment within 10 days from the date of creation of CRAC, then the buyer organization will be required to pay penal interest @ 1% per month for the period of delay.

6. In order to avoid recurrence of cases of non-compliance with respect to timely payment and updation of payment detail on GeM portal, following important instructions are reiterated for strict compliance:-

- i) At the time of placement of order on GeM portal (after following due procedure) the concerned purchasing department/office is required to upload the scanned copies of financial sanctions of the competent authority on GeM portal. At that point of time the concerned department/office has to select 'Payment authority' as follow:
 - In case payment is to be made by the Accounts and Finance Department, then the 'payment authority' be selected as the Assistant Registrar (Budget). The present incumbent on the post of A.R. (Budget) is Mrs. Anju Luthra. As and when there will be any change on the post of A.R. (Budget), the name of new incumbent would be reflected on the GeM portal automatically.
 - In case the payment is to be made by the Department on its own (i.e. out of funds of Student Society/Departmental Association/Mess/Canteen Fund or departmentally managed Projects such as TEQIP, etc.), then there will be no need to select the payment authority. Because in that case the buying department/office shall act as 'payment authority' as well.
- ii) After placement of order on GeM portal, the vender is to deliver the goods/render the services as per the terms and conditions of the order. After the delivery of goods/services including installation/testing thereof (as the case may be), the buyer department/office has to create a 'Consignment Receipt Acceptance Certificate' (CRAC). In case goods/services supplied/delivered by the vendor is not as per the specification or not in good condition or have not been installed/tested as per the terms of the orders, then the buying department/office has a right to reject such delivery on the GeM

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portal itself. In that case it will be the responsibility of the concerned supplier to take back the goods at its own cost.

The decision regarding acceptance or rejection of the material/Services must be taken by the department within 10 days from the receipt of the goods or its testing/installation (as the case may be). **In case the buyer department/office fails to reject/accept the material within the prescribed time, then the GeM portal consider such delivery as 'Deemed Acceptance' and accordingly auto-generates the CRAC.**

- iii) After the creation of CRAC (either by the buyer or auto-created as a 'deemed acceptance' by GeM portal), the payment of such supplies becomes due from the date of creation of such CRAC. The payment in relation to such supply has to be made within 10 calendar days from the date of CRAC. In case of default the concerned department/office shall be liable to pay penal interest as referred in para 5 supra.

Check list for payment of GeM bills

- iv) At the time of submission of bill for payment, the following supporting documents must be submitted by buyer Deptt./Office:
- a) Print out of 'bill creation page' on GeM portal showing therein the 'Payment Authority'.
 - b) Print out of CRAC created by buying department/office or print out of CRAC auto generated by GeM portal, in case of deemed acceptance of delivery.
 - c) Print out of 'bill submitted page' on GeM Portal.
 - d) It may be noted that while processing bill on GeM portal the concerned buying department/office can make necessary recoveries on following accounts:-
 - Penalties:- Such as damages for delay in delivery, recoveries from short supplies, etc.
 - Statutory Deductions:- Such as Income Tax TDS, GST TDS as the case may be.
 - Before approving any bill on GeM portal the concerned buyer must include above recoveries, if applicable, so that the net

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payable amount to supplier as reflected in physical contingent bill should match with the amount on GeM portal.

(DR/ARA of Accounts Department and ACLA shall not process any bill of procurement of goods & services through GeM unless the contingent bill is supported by above documents).

- v) After submission of GeM bills in Accounts & Finance Department, the concerned department must monitor and follow up with the concerned Section of Accounts and Finance Department to ensure that the payment pertaining to GeM bills are made within the stipulated time period.
- vi) The concerned buying department/office must also ensure that after the release of payment, the particulars of the same are uploaded on GeM portal as follows:-
 - a) Where payments are to be made by the Accounts and Finance Department, the buyer Deptt./Office shall seek a confirmation from A.R. (Budget) regarding updation of payment on GeM portal.
 - b) Where payments are to be made at the level of concerned department /Office (i.e. out of funds of Student Society/Departmental Associations/Mess/Canteen Fund, Departmentally managed projects etc.), then the payment details must be uploaded by the concerned buyer department/office.

All concerned are once again requested to ensure strict compliance of above instructions. In case any penal interests is imposed, because of delay in payment to vendors on GeM portal or for non updation of payment on GeM portal then the responsibility for such interest/adverse action shall rest upon the concerned Department/Office as the case may be.

Yours sincerely,


Finance & Development Officer

P.S: For detailed instructions, latest notifications and online training sessions log in to GeM Portal.

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