

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

No. 1-200/FDO/F-133
Dated : 1/1/2021

To

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

Subject:- Procurement of Goods/Services through Government e-Marketplace (GeM).

Sir/Madam,

This is in continuation to this office earlier circular No. 2533-2733/FDO dated 09.05.2019.

In pursuance of the office Memorandum No.F.6/18/2019-PPD dated 23.01.2020, No.F.6/14/2020-PPD dated 27.08.2020 and No.F.6/14/2020-PPD dated 23.10.2020 duly forwarded by Finance Department, Chandigarh Administration vide letter No.19/C2/2020/GeM/1174 dated 25.11.2020, the Hon'ble Vice Chancellor in anticipation of approval of the Syndicate, has approved the following provision to be inserted under Clause (viii) of Rule 27.8.1 of P.U. Accounts Manual:-

"For creating bids outside GeM, it is mandatory to generate the GeM availability report and past transaction Summary (GeMAR&PTS). In case it is not possible to extract GeMAR&PTS report due to urgency or non-functioning of GeM at that time then the buyer has to seek the approval of VC explaining the urgency or put up the screenshot showing non-functioning of GeM, as the case may be."

It is therefore, requested that while making any procurement from the GeM, the above provision must be complied with strictly. No bill shall be entertained in deviation to above provision.

Yours sincerely,

for Manchar

Deputy Registrar (Accounts)

Copy of the above Circular is forwarded to the following for information and necessary action:-

1. SVC for information of the Vice Chancellor
2. DUI
3. Registrar
4. COE
5. All Assistant Registrars (Accounts)
6. Director Computer Centre with a request to circulate the above through the official email of the addressees as above.

for Manchar

Deputy Registrar (Accounts)