



कार्यालय रक्षा लेखा नियंत्रक, रिज रोड, जबलपुर  
OFFICE OF THE CDA, RIDGE ROAD, JABALPUR  
Ph.0761-2603253,2608012,FAX-0761-2605622,  
e-mail- cdajbpsc.dad@gov.in



**IMPORTANT CIRCULAR**

No. GC/7103/MISC

Date: 25.08.2020

To

The OC / CO  
All Units  
(Under Jurisdiction of CDA Jabalpur)

Subject : - GeM Bills- offline bill processing regarding.

Reference : - HQ office letter no- IT-9620GEM/1/2020-IT, Dated:-18/08/2020.

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HQ office vide above referred letter has intimated that due to problems faced by various units in online processing of GEM Bills. They can process the bills in offline mode in special cases.

In view of the above it has been decided to allow the offline processing of GEM Bills which having Technical problems. Such Bills must be endorsed by higher CFA so as to avoid duplicate payments and clearly identifying the reason for offline submission. Once received at PCDA/CDA these bills should be processed in offline mode only after taking sanction of PCDA/CDA. The sanction details are to be captured in Tulip. Due care should be taken to avoid double payment.

This issues with the approval of CDA.

(Mahendra Singh)  
Sr. Accounts Officer (Gem Cell)

Copy to

1. The O. I/C.  
OA Cell (Local)
2. The CGDA, Ulan Batar Road  
Palam Delhi Cantt.-110010

For uploading on CDA Jabalpur website.

For information.

-sd-

(Mahendra Singh)  
Sr. Accounts Officer (Gem Cell)

276C  
19/08/2020

रक्षा लेखा महानियंत्रक  
**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

सूचना प्रौद्योगिकी एवं प्रणाली  
**Information Technology & Systems Wing**

उलान बटार रोड़, पालम, दिल्ली कैंट-10

**Ulan Batar Road, Palam, Delhi Cantt-10**

Phone: 011-25665761-63 Fax:-011-25675030

Website: <http://cgda.gov.in> e-mail: [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)

E-mail/Fax

No: IT-9620GEM/1/2020-IT

Dated: 18/08/2020

To,

All the PCsDA/CsDA

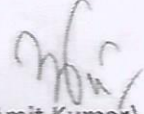
Sub: GeM Bills - offline bill processing regarding

This office is receiving a number of references from Controllers and units to allow offline processing of GeM bills that cannot be received online due to some reason like selection of internet/unit in payment method, bill not received online for many days due to some issue at GeM etc.

2 In view of the above, it has been decided to allow the offline processing of such bills. Such bills must be endorsed by higher CFA so as to avoid duplicate payments and clearly identifying the reason for offline submission. Once received at PCDA/CDA these bills should be processed in offline mode only after taking the sanction of PCDA/CDA. The sanction details are to be captured in Tulip. Due care should be taken in feeding the data in Tulip so as to allow the system to check for duplicate bills.

3 A monthly report of such bills may be forwarded to HQrs office through email to ([cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)) for monitoring at this end please.

This has approval of Addl. CGDA(IT&S).

  
(Amit Kumar)  
Sr. ACGDA(IT&S)

Copy to  
The IT&SDC,  
Secunderabad

For information and with a request to amend Tulip software to allow offline processing as above. The offline processing should have provision to capture GeM parameters(CRAC, Invoice no, bill no) for validation purpose to avoid duplicate payments. User may be allowed to capture the sanction details. Provision should also be made generate a monthly

report for such bills.

The OSCC

It is requested to issue instructions to the units for regularization for such bills by the higher authorities of the unit. After regularization, the bill may be submitted to the PCDA/CDA alongwith regularization document for offline processing.

The IFA Wing  
(Local)

The Army Wing  
(Local)

For information please.

The Accounts  
section (Local)

- 2/1 -  
(Amit Kumar)  
Sr. ACGDA(IT&S)