

F. No. 1(59)/Fin.(Rev-II)/GeM/2019-20/ 788

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**FINANCE (REV-II) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI-110002  
CD:-012554614**

**Dated:- 11/06/2019**

**CIRCULAR**

Please find enclosed herewith the following letter No. 15039/120/2017-UT(Coord,) dated: 03.05.2019 (along with enclosures) received from Ministry of Home Affairs, Government of India, regarding Payment due summary for transaction on GeM,

S. No.	Letter No. & date	Received from	Subject
1.	Letter No. 15039/120/2017-UT(Coord,) dated: 03.05.2019	Ministry of Home Affairs, Government of India	Payment due summary for transaction on GeM

In this regard, it is requested to furnish the monthly report in the prescribed format by 5<sup>th</sup> of every month positively.

  
**(MANOJ KUMAR)  
DY. SECRETARY, FINANCE**

To:-

1. All Pr.Secretaries/Secretaries/Head of Department(s) of all the departments/Autonomous Bodies/Corporations under Govt. of NCT of Delhi.

Copy to:-

2. Sy. Analyst, Finance Department with the direction to upload the same on Website of Finance Department
3. Assistant Director(UT), Ministry of Home Affairs, Govt. of India, North Block, New Delhi

Delhi  
Govt. of NCT of Delhi  
07 MAY 2019  
SAD/2019/21468

F.No. 15039/120/2017-UT(Coord.)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*\*

North Block, New Delhi  
Dated, the 3<sup>rd</sup> May, 2019

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P Estate, New Delhi- 110002.
2. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
3. The Chief Secretary, Government of Puducherry, Puducherry
4. The Chief Secretary, UT of A&N Islands, Port Blair.
5. The Adviser to the Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
6. The Adviser to the Administrator, UT of Daman & Diu Secretariat, Moti Daman.
7. The Adviser to the Administrator, UT of Lakshadweep, Kavaratti.

Sub: - Payment due summary for transaction on GeM-reg.

Sir,

I am directed to refer to MHA's PM Division/Prov. I Section O.M No. IV-24011/18/2017- Prov.I dated 04.12.2018 (copy enclosed) on the subject mentioned above and to request to furnish monthly report on dues payable on Goods and Services procured through GeM for the month of April, 2019 (i.e. upto 30.04.2019) as per the format given below:-

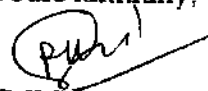
Dues payable on Goods and Services procured through GeM as last month (30.04.2019)							
S.No.	Depart ment/Or ganizati on	Due < 10 days	Due 10- 30 days	Due 30- 60 days	Due > 60 days	Total amount due	Reason for delay in payment

3. In this connection, it is stated that the data/information in the matter is required to be incorporated in the monthly reports for being submitted to AS&FA and Provision Division of MHA on monthly basis. Further, vide this Ministry's letter dated 02.05.2018 and followed by D.O letter dated 06.06.2018 and letters dated 02.07.2018 & 30.08.2018, UTs were requested to furnish monthly information for respective months, but despite requesting several occasions, monthly information is not being received from UTs, except UT of Chandigarh. It is therefore requested that the monthly report may be furnished by 5th of every month both in (Hard & Soft Copy through e-mail at [soplg@nic.in](mailto:soplg@nic.in)) so that the same could be submitted to concerned Sections/Departments within the prescribed timeline.

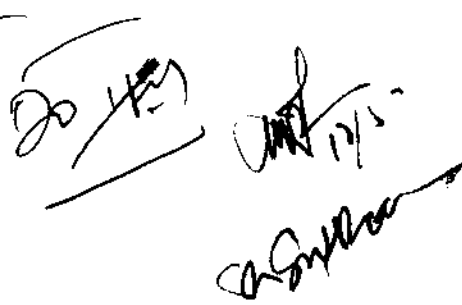
4. The may be treated as most immediate.

Encl. As above

Yours faithfully,

  
(R.K Srivastava)

Assistant Director (UT-Coord.)  
Tel.: 23093265



1954/05 (Coord.)  
27/12/18

1038

Reminder-VI

F. No. IV-24011/18/2017-Prov. I  
Government of India  
Ministry of Home Affairs  
PM Division/Prov. I Section

CF.No - 1399-092 / AS(05)  
05/12/18

26, Man Singh Road, Jaisalmer House  
New Delhi, Dated: 04.12.2018

**Subject: Payment due summary for transaction on GeM- reg.**

The undersigned is directed to refer to MHA's communication of even number dated 15.02.2018 vide which it was informed that PM Division, MHA has been made Secretariat for the GeM Portal issues and it was requested to all the concerned departments/organizations of MHA to provide payment due summary for transaction on GeM on monthly basis latest by 28<sup>th</sup> of every month as on 25<sup>th</sup> of that month so that same may be submitted to SS & FA (Home) for his perusal and onward submission to Department of Expenditure. Reminders in this regard have also been issued on 01.03.2018, 06.03.2018, 16.04.2018, 01.05.2018 and 06.06.2018 for submitting information on time.

2. However, in spite of the repeated request to adhere to the timelines, the requisite information is still awaited from the addressee organizations of this letter.

3. The departments/organizations are once again requested to strictly adhere to the timeline for furnishing the above information to this Division through the email at assist-prov-mha@nic.in by tomorrow, in the following format:

Dues payable on Goods and Services procured through GeM as of 25<sup>th</sup> of the respective month:

S.N.	Department/ Organization	Due < 10 days	Due 10-30 days	Due 30-60 days	Due > 60 days	Total amount due

*[Handwritten signatures and initials]*  
01.12.18  
AOT  
in (DP)  
m to w  
US (Coord)

6.12.18  
JD/w-ans

*[Handwritten signature]*  
4/12/18

(C Baby Usha)  
Section Officer  
Tel: 2338 6034

To

- (i) DsG: CISF, CRPF, NIA, BPR&D, NCB (Fax: 011-26185240)
- (ii) JS (UT), MHA, 172-C, North Block, New Delhi (for Delhi Police & NDMC) (Fax: 011-23092675)

*[Handwritten signatures and initials]*  
80. J...  
m. Jeevans

PTO