

DEPARTMENT OF SOCIAL WELFARE
GOVERNMENT OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI-02
(ACCOUNTS BRANCH)

No. F. 8(3)(1)/DCA/DSW/2018-19 40314-40379

Dated:
27 FEB 2019

CIRCULAR

It has been come to the notice of the undersigned that many of the institutions/units/districts of the Social Welfare Department who are using GeM Portal are **not updating their payment status of the order**. Non updation of payment status may attract incident management provisions on GeM such as you will not be allowed to carry out any further transaction, downgrading of overall buyer rating. It is, therefore requested to follow the following steps on GeM Portal from their respective buyer ids to update payment Status:-

1. Open website <http://sso.gem.gov.in/ARXSSO/oauth/doLogin>
2. Enter User ID and Password
3. Enter Captcha as shown
4. Click on Dashboard
5. Click on Bills then Process Bill
6. Click on all bills/pending bills then Click on show bills and after that click on process bill
7. Enter bill amount, any deduction (if made)
8. Finally Submit

This may be given top priority.

(SUDHIR SINGH VERMA)
Deputy Controller of Accounts

To

1. All DDo/ DSWOs/DDOs/HOOs of Homes/ Institutions/Schools/Branch in-Charges of Department of Social Welfare, GNCTD, Delhi.
2. Sr. System Analyst, DSW for uploading the circular on the Departmental website.

Copy for information and necessary to action to the :

1. PA to Director (SW), GLNS Complex, Delhi Gate , Delhi

1938/ce
27/2/19

Sudhir Singh Verma
(SUDHIR SINGH VERMA)
Deputy Controller of Accounts

Shankar
27/02/2019

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