

**Government of Jammu and Kashmir
Civil Secretariat, Finance Department
Srinagar/Jammu.**

C I R C U L A R

Subject:- **Procurement through Government e-Marketplace (GeM).**

Attention of all the Administrative Departments is invited to the circular instructions regarding procurement of Goods & Services through (GeM) portal issued vide No. A/21(2003)-1-Part file-11-927 dated 17.09.2019 wherein it was directed that Government Organizations including Autonomous Bodies shall immediately register with GeM for their procurement.

It has been brought into the notice of Finance Department that most of the Departments/Offices including attached/sub-ordinate offices etc. are not sending their respective monthly procurement details as per the prescribed format.

All the Departments are therefore, directed to adhere to the following guidelines while procuring Goods & Services through Government e-Marketplace (GeM):

- 1) 100% procurement shall be ensured through (GeM) portal and information of every month in prescribed format shall be submitted by 7th of following month in respect of procurement made through Government e-Marketplace (GeM).
- 2) Payments to vendors of Government e-Marketplace (GeM) shall be made within the stipulated time limits prescribed by GeM authorities.
- 3) Reflection of workdone through (GeM) by the officer reported upon shall be made in the APRs of the officer.

Sd/-

(Dr. Arun Kumar Mehta), IAS,
Financial Commissioner,
Finance Department.

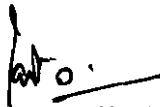
No. A/ GeM(2020)-316

Dated 13.03.2020

Copy to the:-

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to Government.
5. Principal Resident Commissioner, 5 Prithvi Raj Road, New Delhi.
6. Principal Secretary to Lieutenant Governor.

7. Chief Electoral Officer, J&K.
8. Joint Secretary (J&K) Ministry of Home Affairs, Govt. of India.
9. All Commr / Secretaries to Government.
10. Divisional Commissioner Kashmir/Jammu.
11. Director Anti Corruption Bureau.
12. Registrar General, J&K High Court Srinagar/Jammu.
13. Director General Accounts & Treasuries/ Funds Organization//Budget/Audit & Inspections/Local Fund Audit and Pensions.
14. Director Information.
15. All Head of Departments /Managing Directors/Chief Executive of State PSU's/Autonomous Bodies.
16. Secretary J&K Public Service Commission.
17. All District Development Commissioners.
18. Secretary J&K Legislative Assembly.
19. Principal Accountancy Training school / Northern Zonal Accountancy Training Institute Srinagar / Jammu.
20. Director Accounts & Treasuries Srinagar/Jammu.
21. All Director Finance/Financial Advisors & CAO's.
22. Joint Director Funds Organization Srinagar/Jammu.
23. All Treasury Officers.
24. General Manager, Govtt. Press for publication in Government Gazette.
25. Pvt. Secretary to Advisor (S/F/B) to Lieutenant Governor.
26. Pvt. Secretary to Chief Secretary.
27. Pvt. Secretary to Financial Commissioner, Finance.
28. I/c Website, FD. (www.jandkfinance.nic.in).
29. I/c Website, GAD (www.jkgad.nic.in).


(S. L. Pandita),
Director General (Codes),
Finance Department.