



**Government of Jammu & Kashmir
Finance Department (Codes Division)
Civil Secretariat, Jammu/Srinagar.**

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

Circular

Rule 149 of the GFR-2017, provides that it is mandatory for the Government departments to purchase Goods and Services through GeM only, if these are available on GeM.

In order to effectively implement the above provisions, functionality for generating 'GeM Availability Report & Past Transaction Summary' (GeMAR&PTS) has been made available on GeM. This will greatly help and benefit the Buyers and Competent Authorities in taking informed decisions in respect of availability of Product/Service on GeM.

It is mandatory for a buyer to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with a unique ID on GeM portal for procurement outside GeM. GeMAR&PTS shall be a pre-requisite for arriving at a decision by the Competent Authority for procurement of required goods and services by floating a bid outside GeM.

However, in case it is not possible to extract GeMAR&PTS report due to urgency and non functioning of GeM at that time or due to non-availability of Internet Connection, screenshots in such cases shall be placed in the procurement files along with details of reason/circumstances.

Accordingly, all Administrative Secretaries are advised to direct **their subordinate officers to follow the above instructions while resorting to Procurement of goods and services outside GeM portal.** The payment for purchases of goods and services shall be released by

the treasuries only on the production of GeMAR&PTS Report/Screenshot by the departments.

Sd/-
(Atal Dulloo),IAS,
Financial Commissioner,
(Additional Chief Secretary),
Finance Department.

FD-Code/152/2021-02

Dated:- 24.09.2021

Copy to the:-

1. Advocate General, J&K High Court Jammu/Srinagar.
2. Principal Accountant General, J&K Jammu/Srinagar.
3. All Financial Commissioners.
4. Principal Secretary to the Hon'ble Lieutenant Governor.
5. All Principal Secretaries to the Government.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. Principal Resident Commissioner, 5-Prithvi Raj Road, New Delhi.
8. Chief Electoral Officer, J&K.
9. All Commissioners/Secretaries to the Government.
10. Divisional Commissioner Jammu/Kashmir.
11. Chairperson J&K Special Tribunal.
12. Principal Secretary to Chief Justice J&K High Court Jammu/Srinagar.
13. Registrar General, J&K High Court Jammu/Srinagar.
14. Director Anti Corruption Bureau, J&K.
15. Director General, Audit and Inspections.
16. Director General, Budget Division, J&K.
17. Director General, Accounts and Treasuries.
18. Director General, Funds Organization.
19. Director General, Local Fund Audit & Pensions, J&K.
20. Director Information, J&K.
21. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
22. Secretary, J&K Public Service Commission.
23. All District Development Commissioners.
24. Secretary, J&K Legislative Assembly.
25. Director/Principal Northern Zonal Accountancy Training Institute Jammu.
26. Director, Accounts and Treasuries Jammu/Kashmir
27. All Directors of Finance/Financial Advisors & CAOs.
28. Principal Accountancy Training Institute, Srinagar.
29. Joint Director, J&K Funds Organization Jammu/Srinagar.
30. General Manager, Government. Press Jammu/Srinagar for publication in Government Gazette.
31. Private Secretary to Hon'ble Advisor (F)/(B) & (BK).
32. Private Secretary to the Chief Secretary.
33. Private Secretary to the Financial Commissioner (Additional Chief Secretary), Finance Department.
34. All Treasury Officers.
35. I/C website, Finance Department (www.jakfinance.nic.in).
36. I/C website, GAD (www.jkgad.nic.in).
37. Government Order File (W2scs).


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