

GOVERNMENT OF JAMMU AND KASHMIR
FINANCE DEPARTMENT (Codes Division)
Civil Secretariat, Jammu/Srinagar

C I R C U L A R

Subject:- Procurements through GeM- Instructions thereof.

- a. Rule 149 of the GFR-2017, provides that it is mandatory for the Government departments to purchase goods and services through GeM (Government-e-Marketplace) only, if these are available on GeM.
- b. It is mandatory for a buyer to generate 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 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 file along with details of reason/circumstances. The payment for purchase of goods and services shall be released by the Treasuries only on the production of GeMAR&PTS Report/Screenshot by the departments.
- c. In case some items are at higher rates than market rates following points while procuring through Government e-Marketplace (GeM) shall be taken into consideration:-
 - i. Buying from single vendor shall generally be avoided, and the departments shall not split the requirements which are against the principles of financial propriety.

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- ii. Number of vendors on GeM is large enough for discovery of competitive price.
 - iii. Specifications shall be laid down to meet functional requirement without being restrictive as per CVC guidelines.
 - iv. Generally the items are available at GeM at the rates lesser than the market rates. However, if the rates at GeM are higher, the same shall be brought in to the notice of the GeM authorities and Finance Department.
 - v. All the principles of financial propriety shall be adhered to for procurement of goods.
 - vi. The procurement authorities will certify the reasonability of the rates.
 - vii. Reasonability of rates shall be ascertained by using the Business Analytics (BA) tools available on GeM including the last purchase price on GeM, Departments own last purchase price, market price etc.
 - viii. In order to ensure that the rates are competitive and reasonable, the Departments are advised to use option of bidding, reverse auction provided on the GeM.
- d. In order to give boost to the Local manufacturers, Local Filters shall be used for procurement from local manufacturers' upto Rs. 5.00 lakhs from Government e-Marketplace (GeM). For purchases above Rs. 5.00 lakhs, additional terms and conditions clause (ATC) shall be invoked by the departments for restricting procurement within a geographical limit, through the process of bidding on GeM, in appropriate cases.
- e. As per GeM rules, online payments shall be made within 10 days of the issue of consignee receipt-cum acceptance certificate.

In majority of the cases although the payments have been released off-line, the same have not been updated on the GeM portal.

All Administrative Secretaries are accordingly advised to direct their subordinate officers to follow the instructions assiduously and meticulously for increasing efficiency in public expenditure.

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


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Dated. 23.02.2022

Copy to the:

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2. Principal Accountant General J&K Srinagar/Jammu.
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4. Director General of Police, J&K.
5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. All Principal Secretaries to Government.
7. Jt. Secretary (J&K), Ministry of Home Affairs, Government of India.
8. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
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10. All Commissioner/ Secretaries to Government.
11. Divisional Commissioner Kashmir/ Jammu.
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13. Registrar General, J&K High Court Srinagar/Jammu.
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24. Secretary, J&K Legislative Assembly.

25. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
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27. All Directors of Finance/Financial Advisors & CAOs.
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29. Joint Director, J&K Funds Organization Srinagar/Jammu.
30. General Manager, Government Press, Srinagar/ Jammu for publication in Government Gazette.
31. Private Secretary to Hon'ble Advisors (F)/(B).
32. Private Secretary to Chief Secretary.
33. Private Secretary to Financial Commissioner (Additional Chief Secretary), Finance Department.
34. All Treasury Officers.
35. I/C website, FD (www.jakfinance.nic.in).
36. I/C website, GAD (www.jkgad.nic.in).
37. Government Order File (W2 scs).


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