



GOVERNMENT OF KERALA

Finance (Streamlining) Department

CIRCULAR

No.46/2018/Fin

Dated, Thiruvananthapuram, 19.05.2018.

Sub:- Payment Procedure for the Procurement Through GeM - Instructions- Issued- Regarding.

Ref:- 1. G.O.(Ms) No.2/2018/SPD Dated, 27/03/2018.

2. G.O.(P) No.2/2018/SPD Dated, 28/04/2018.

3. Letter No. ACEO(SK)/integration - Gem/2018 dated 26/03/2018 of ACEO GeM, New Delhi.

As per the Government Order 1st cited, Government have approved GeM, the e Marketplace operated by the Govt of India as a procurement mode for the purchase of goods and services for public purpose by Government Departments / Autonomous Bodies / Public Sector Undertakings / Local Self Government Institutions / Universities. In the Government Order 2nd cited, a new chapter-Chapter 19 was incorporated in the Store Purchase Manual prescribing the rules and procedures for making procurement through GeM. In this New Chapter 19, under Para 19.12, it is stipulated that the guidelines regarding the payment will be issued by the Finance Department separately. Therefore, the following instructions are issued on the payment mechanism for the procurements through GeM.

The payment for the procurement through GeM can be effected through the DDO functionality with the integration of GeM System with Kerala Treasury System. As per the reference cited 3rd, GeM has given its consent for the integration of Kerala Treasury System with GeM System and the process for the same is underway. The new system of payment can be made available for Kerala only after the completion of the integration process. Till then, the payment for the procurement through GeM is to be done as detailed below, observing the following conditions as well.

1. Procuring Department / Agency should ensure that necessary Administrative sanction is issued for the procurement specifying the source of funds, such as head of account or treasury / bank account etc. They shall also ensure the availability of sufficient funds, before placing the order with GeM so that timely payment can be ensured.
2. Thereafter, supply order in GeM portal, observing the Stores Purchase Rules is to be placed.
3. On receipt of the goods / services, the quality / specification etc of same are to be verified with respect to the supply order and agreement conditions, if any, before proceeding to sanction payment.

4. As per the terms and conditions of GeM, payment for the supply received shall be made within ten days of issue of CRAC (Consignee's Receipt and Acceptance Certificate). Hence, it is the responsibility of the Procuring Authority to ensure the payment to the supplier within this stipulated time limit as per the payment advice from GeM.
5. The Procuring Authority can make the payment by generating a bill through BiMS or by STSB / bank cheque by the concerned DDO / Administrator of the account, respectively and transfer credit the amount directly to the account of the seller through electronic fund transfer mode within the time frame as stipulated in GeM rules.
6. It is the responsibility of the procuring authority to ensure that the Payment Advice from GeM includes the contractual deductions, if any, such as penalties for violation of Service Level Agreement and liquidated damages for delayed supplies, etc.

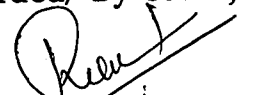
All HoDs, DDOs and payment sanctioning authorities in PSUs / Grant in Aid institutions / Universities etc. are directed to follow these instructions without fail.

MANOJ JOSHI
Principal Secretary (Finance)

To

The Principal Accountant General (A&E / G & SSA), Kerala,
Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Secretary to Governor.
The Private Secretary to the Chief Minister and other Ministers.
All Heads of Departments and Chief Executive of Public Sector
Undertakings, Autonomous Bodies, Welfare Fund Board, etc.
The Director of Public Relations, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
All Departments and all Sections of the Secretariat.
The Secretary, Kerala Public Service Commission.
The Registrar, All Universities.
The Advocate General, Kerala, Ernakulam.
All District Treasury / Sub Treasury Officers.
The Chief Project Manager, SPARK.
All Additional Chief Secretaries / Principal Secretaries / Secretaries to Govt.
Nodal Officer, www.fin.kerala.gov.in.
The Web and New Media, Information and Public Relations Department.
The Stock file / Office copy.

Forwarded/ By Order,


Section Officer