

Municipal Commissioner's Circular Number 36 of 2019-20 dated 18.07.2019

**Sub: Verification of GeM bills before submission to the Payment Authority (PAO) in GeM**

Procurement of all types of articles/ equipments etc. compulsorily through GeM has been effected in KMC w.e.f. 1<sup>st</sup> June 2019 vide M.C.s Circular no 21 of 2019-20 dated 24.05.2019.

It has been noticed that after procurement in GeM, once the Buyer submits bill to the Payment Authority (PAO) for payment, there is no option for correction or rejection of the bill at the PAO end. Hence extreme caution is to be taken while forwarding a bill to the PAO for payment.

Since, in GeM, the buyer is responsible for generation of the bill incorporating all statutory deductions, it is directed that prior to uploading of bill, the concerned department(s) should send the bill to the concerned IFU, who in consultation with the centralised GeM Cell of the F&A Dept, will check applicable deductions. However, it is reiterated that in no case, IFU will keep the file pending for more than one day. On the bill being returned to the department, the department shall upload the bill in the GeM portal by the next day, so that ample time is available to F&A Dept to process for payment.



Municipal Commissioner

**Distribution**

1. OSD to Hon'ble Mayor
2. Spl. Municipal Commissioner (Revenue)
3. Spl. Municipal Commissioner (G, D &S)
4. Mpl. Secretary.
5. C.M.F&A
6. C.M.A
7. All Controlling Officers.
8. CS&P
9. Spl. CMF&A-II
10. All H.O.Ds



Municipal Commissioner