

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 28367 /F.,
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Dated. **19.08.2019**

From

Sri P.K.Biswal, I.A.S
Special Secretary to Government

To

**Additional Chief Secretary to Government/
Principal Secretary to Government/
Commissioner-cum-Secretary to Government/
All Departments**

Sub: **Payment to vendors within ten days of issue of Consignee's Receipt-cum-Acceptance Certificate (CRAC) on Government e-Marketplace (GeM)**

Sir,

With reference to the above cited subject, I am directed to say that GeM is an end-to-end, one stop online Marketplace for procurement of common use Goods & Services. It is a completely online portal, wherein every GeM user discharges his/her roles and responsibility by recording necessary information through their respective user accounts.

2. In terms of provisions of MoU signed by the State Government with GeM, Ministry of Commerce & Industry, Government of India, the State Government offices/PSUs/Non-Government entities as buyers should ensure payment to suppliers / service providers within **ten days** of issue of Consignee's Receipt-cum-Acceptance Certificate (CRAC).

3. Based on information available in GeM Odisha Dashboard, lots of transactions done through GeM by various offices are still outstanding for Payment against Odisha. In some cases, offices against which pendency of payment is shown, have actually made payment to sellers but have not updated the payment confirmation status online through DDO's GeM User Account.

4. It is hereby advised that after receipt of goods or services against procurement made on GeM, the buyers shall follow following steps to avoid pendency of payment on GeM:

- a) Consignee has to issue the CRAC (Consignee Receipt and Acceptance Certificate) on GeM portal **within ten days** of receipt of goods or services.
- b) Buyer should process the bills after the CRAC is issued on GeM.
- c) DDO/PAO has to make the payment within **ten days** of CRAC issuance.
- d) For payment to vendors, the DDO of Government offices have to select other payment option and in case of PSUs, Universities, Local Bodies etc. Internet Banking, Cheque, DD, NEFT, RTGS options have to be selected from the drop down.
- e) If payment is done through the treasury, Click Others and then fill up the required fields such as Voucher No, Token No, Amount Paid, add deductions (if any, like TDS or late delivery), Payment Remarks and finally approve the payment by e-signing it through the OTP received by the DDO's mobile/mail id.

All the Administrative Departments are requested to direct all the offices including State PSUs, Universities, Local Bodies and other entities under their administrative control that all Secondary users i.e. Buyer, Consignee and DDO shall work as a team and follow the above mentioned steps to avoid issues relating to overdue of payment to suppliers with respect to items procured through GeM.

Yours faithfully,

Sd/-

Special Secretary to Government