



"हर काम देश के नाम"

रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts  
उलान बटार रोड़, पालम, दिल्ली छावनी-110010  
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(एकिकृत वित्तीय सलाहकार स्कन्ध)  
(IFA WING)

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IFA/109/GeM/Vol. II

Date : 31.07.2020

To

All PCsDA/CsDA/PCA(Fys)/CsFA(Fys)  
(Through CGDA Website)

**Subject: Monthly GeM reports on e-Suchna portal.**

**Reference: HQrs letter No. IFA/9504/GeM/Report/Vol. IV dated 21.02.2020 and IFA/109/GeM/Vol. II dated 27.03.2020.**

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With reference to above, two reports i.e. GeM Report No. 2 and CRAC generation report pertaining to procurement of Goods and Services through GeM portal are being furnished to this HQrs.

2. In order to avoid repetition of data as well as to separate the report from procurement of Goods and Services through GeM for DAD and Non-DAD, it has been decided by Competent Authority to replace the CRAC Report and GeM Report No. 2, as mentioned below.

S. No.	Existing Report	Proposed Report
1.	CRAC Generation Report	GeM Report (DAD)
2.	GeM Report No. 2	GeM Report (Non-DAD)

3. Report in revised proforma enclosed with this letter may be submitted w.e.f. 01.08.2020 (i.e. report of July, 2020 onwards) through e-Suchna only.

4. Nil report also be furnished. Further, it is requested that timelines for submission of the reports as mentioned in Annexure 'A' & 'B' be strictly adhered to.
5. This issues with the approval of Addl. CGDA(Fin).



(G K Barnwal)

Sr. Dy. CGDA (Fin)

**Copy to :-**

- 1. IT&S Wing(local)** With the request for uploading on CGDA website. Data related to procurement through GeM may be forwarded in the format GeM (DAD).
- 2. AN-V(local)** For similar action as above.



(G K Barnwal)

Sr. Dy. CGDA (Fin)

**Annexure 'A'**

**Month** \_\_\_\_\_

**GeM Report – Non DAD**

S. No.	Total number of items purchased through GeM	Total number of bills passed	Total value of payment released	Payment made within days			No. of outstanding bills	Remarks, if any
				1 – 10 Days	11 – 30 Days	< 30 Days		

**Timeline for submission of Report: 10<sup>th</sup> of the following month.**

**Annexure 'B'**

**Month \_\_\_\_\_**

**GeM Report – DAD**

Total Orders Placed		Total Orders Placed through GeM out of A		Order executed	Number of CRAC* generated	Value of CRAC* generated	Amount of Orders pending for generation CRAC*	Payment made	Pending Outstanding after generation of CRAC*			Total of H1, H2 & H3	Orders Outstanding		No. of CRAC generated for which payment released
A		B		C	D	E	F	G	H			I	J		K (D – H)
Nos	Value in Crores	Nos	Value in Crores			Value in Crores	Value in Crores	Value in Crores	<10 days	10 to 30 days	More than 30 days		Nos	Value in Crores	Nos

**Timeline for submission of Report: 05<sup>th</sup> of the following month.**