CIRCULAR

Sub: Committee of Secretaries (COS) recommendations on Government e-Market Place (GeM)-reg.

I am directed to invite a reference to the subject cited above and to enclose herewith a copy of Office Memorandum (COS) File No.3/2/2017-IFW dated 19th August 2019 received from Under Secretary, Ministry of Textiles, New Delhi which is self explanatory and for strict compliance.

In this connection keeping in view of the instructions of the under Secretary, Ministry of Textiles, New Delhi all the CSB units are once again advised to ensure that the recommendations/guidelines of the Committee of Secretaries (COS) in the procurement of goods and services from the Government e-Market Place (GeM) are followed strictly and procurement outside GeM may be kept at minimum. The existing format pertaining to information on GeM in the monthly D.O.letter stands revised which may please be noted and accordingly the details/information furnished to Central Office, Bangalore.

In addition to the above, the requisite information may be furnished in the prescribed format (copy enclosed) to Central Office on or before 05th of every month so as to compile and forward to the Ministry.

Receipt of the circular may be acknowledged.

(DR.NARENDRA REBELLY,IRS)
DIRECTOR [FINANCE]

To
01] The Director, CSR&TI, Mysore,
02] The Director, CSR&TI, Berhampore
03] The Director, CSR&TI, Pampore
04] The Director, CTR&TI, Ranchi
05] The Director, CSTRI, Bangalore
06] The Director, CMER&TI, Lahdigarh
07] The Director, NSSO, Bangalore
08] The Director, CSGRC, Hosur
09] The Director, BTSSO, Bilaspur
10] The Director, SBRL, Bangalore
11] The Scientist D & Head, MSSO, Guwahati
12] Regional Office, Central Silk Board, Bhubaneswar
13] Regional Office, Central Silk Board, Guwahti
14] Regional Office, Central Silk Board, Hyderabad
15] Regional Office, Central Silk Board, Kolkata
16] Regional Office, Central Silk Board, Mumbai
17] Regional Office, Central Silk Board, New Delhi
परिपत्र

विषय : सरकारी ई-मार्केट प्लेस [जीईएम] पर सचिवों की समिति की सिफारिशें के संबंध में ।

*****

उपर्युक्त विषय के संदर्भ में, अवर सचिव, यश मंत्रालय, नई दिल्ली से प्राप्त कार्यालय नोट [लीओएस] फाइल सं.3/2/2017-आईएफडब्ल्यू, दिनांक 19.08.2019 की प्रति जो कि स्वतंत्र स्वच्छ है सब्ज अनुपालनार्थ इसके साथ संलग्न कर प्रस्तुत करने का निदेश हुआ है ।

इस संबंध में, अवर सचिव, यश मंत्रालय, नई दिल्ली के अनुदेशों को ध्यान में रखते हुए सभी केंद्रीय रेशम बोर्ड इकाइयों को एक बार फिर सलाह दी जाती है कि सरकारी ई-मार्केट प्लेस [जीईएम] से यह स्वच्छ विभाग सेवाओं को प्राप्त करने में सचिवों की समिति की सिफारिशें/मार्गदर्शिनों को सच्चता रूप से पालन करना सुनिश्चित करें और जीईएम के विभाग प्राप्त का मामला अत्यंत सीमित रखें । मासिक अ.सं. घट में जीईएम की जानकारी से संबंधित वर्तमान प्राप्त के संस्थापित किया गया जिसे कृपया नोट करें और तदनुसार, विवरण/जानकारी केंद्रीय वार्ता, बैंगलूर को प्रस्तुत करें ।

उक्त के अन्तर्गत, अपेक्षित जानकारी निर्धारित प्रपत्र में [प्रति संलग्न] केंद्रीय कार्यालय को प्रत्येक माह के 05 तारीख तक प्रस्तुत करें ताकि इन्हें समेकित कर मंत्रालय को अपेक्षित कर सके ।

परिपत्र की प्रति की सुचना है ।

(डॉ.नरेंद्र रेश्मी, भारती )
निदेशक (वित्त)

सेवा में,
1. निदेशक, केरेआप्रवंश, मैसूरु
2. निदेशक केरेआप्रवंश, ब्हरसुमुर
3. निदेशक, केरेआप्रवंश, पाप्पीर
4. निदेशक, केरेआप्रवंश, बैंगलूर
5. निदेशक, केरेआप्रवंश, बैंगलूर
6. निदेशक, केरेआप्रवंश, लाहोरीईहाइदाराबाद
7. निदेशक, राजेतांजली, बैंगलूर
8. निदेशक, केरेआप्रवंश, होसूर
9. निदेशक, बूरीवेली, विलासपुर
10. निदेशक, रेजलाप्पा, बैंगलूर
11. वैज्ञानिक ग्राम प्रशासन, गुवाहाटी

.......

2
12. क्षेत्रीय कार्यालय, केन्द्रीय रेशम बोर्ड, भुवनेश्वर
13. क्षेत्रीय कार्यालय, केन्द्रीय रेशम बोर्ड, गुवाहाटी
14. क्षेत्रीय कार्यालय, केन्द्रीय रेशम बोर्ड, हैदराबाद
15. क्षेत्रीय कार्यालय, केन्द्रीय रेशम बोर्ड, कोलकाता
16. क्षेत्रीय कार्यालय, केन्द्रीय रेशम बोर्ड, मुंबई
17. क्षेत्रीय कार्यालय, केन्द्रीय रेशम बोर्ड, नई दिल्ली
OFFICE MEMORANDUM

Subject: Committee of Secretaries(COS) recommendations on Government e-Market Place(Gem) –reg.

The undersigned is directed to refer to IF Wing's Office Memorandum No.13/1/2019-20 dated 26.4.2019(copy enclosed) on the subject mentioned above. It was emphasised that offline negotiations and procurements outside GeM, for the items available on GeM, may not be resorted to and should be stopped forthwith. Further, Reverse Auction process may be adopted to avoid offline negotiations and procurement outside GeM for the items available on GeM. However, on perusal of the inputs provided by General Section, Silk Section and Jute Section in the monthly D.O letter format, IFW is of impression that the above instructions seem to have not been adhered to by Administrative Divisions.

2. It is, once again reiterated that the Guidelines in the procurements of goods and services through GeM as prescribed by the DoE vide their letter No. F.1/6/2019-PPD dated 2nd April, 2019 may be strictly adhered to and procurement outside GeM may be kept minimum.

3. This issues with approval of AS&FA.

(R. Mohanty)
Under Secretary

General Section/Silk Section/Jute Section

Sh. Rajiv (AS)
21/08/19

AD (CAWY/G)
OFFICE MEMORANDUM

Sub: Committee of Secretaries (COS) recommendation on Government e-Marketplace (GeM) – reg.

The undersigned is directed to say that in terms of Department of Expenditure’s Office Memorandum No. 1/6/2019-PPD dated 02nd April, 2019 (copy enclosed) offline negotiations and procurements outside GeM, for the items available on GeM, may not be resorted to and should be stopped forthwith. Further, Reverse Auction process may be adopted to avoid offline negotiations and procurement outside GeM for the items available on GeM.

2. In addition to above, a monthly statement indicating the total procurement vis-à-vis procurement made on GeM, amount pending for GeM transactions and reasons for delay in payment etc. in respect of Government Agencies/Autonomous Bodies/PSU etc. under this Ministry is also required to be furnished to the Department of Expenditure. The requisite information therefore may be furnished in the prescribed format (copy enclosed) at the time of furnishing information for the monthly D.O letter from Financial Advisor to Secretary (Department of Expenditure) regularly. Accordingly, the existing format pertaining to information on GeM in the monthly D.O letter stands revised.

(R. Mohanty)
Under Secretary to the Government of India

Encl: As above

To: JS(NRD), JS(PA), JS(SS), EA(SLT), TA(ADR)

Copy to: (1): (Kotluru Narayana Reddy), Deputy Secretary, Department of Expenditure
(Ministry of Finance), Khan Market, New Delhi.

(2): PPS to SS& FA.
OFFICE MEMORANDUM

Subject: Committee of Secretaries (CoS) recommendations on Government e-Marketplace (GeM).

The undersigned is directed to refer meeting of Committee of Secretaries (CoS) held on 25.02.2019 under the chairmanship of Cabinet Secretary on the above mentioned subject and to say that Financial Advisers (FAs) of the Ministries/Departments should stop offline negotiations and procurement outside GeM for the items available on GeM. Further, Reverse Auction process may be encouraged to avoid offline negotiations and procurement outside GeM for the items available on GeM.

2. FAs are also requested to send monthly statement of total procurement vis-a-vis procurement made on GeM, amount pending for GeM transactions and reasons for delay in payment etc. to Department of Expenditure. Report may also provide details of purchases by Government Agencies/ Autonomous bodies/ PSU etc. in your jurisdiction.

(Kotluru Narayana Reddy)
Deputy Secretary to the Govt. of India
Tel: 24621305
Email: kn.reddy@gov.in

To

Financial Advisors of All Central Government Ministries/ Departments
A. *Procurement during the last month:*

<table>
<thead>
<tr>
<th></th>
<th>(Amount. in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement made through GeM</td>
<td></td>
</tr>
<tr>
<td>Procurement made through other modes</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

B. **Dues payable on good and services procured through GEM as of end of last month.**

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Ministry</th>
<th>Department</th>
<th>Organization</th>
<th>Due &lt; 10 days</th>
<th>Due 10-30 days</th>
<th>Due 30-60 days</th>
<th>Due &gt; 60 Days</th>
<th>Total Amount Due</th>
<th><em>Reasons for delay</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Prescribed by Department of Expenditure vide O.M. No1/6/2019-PPD dated 02nd April, 2019.
OFFICE MEMORANDUM

Subject: Committee of Secretaries (CoS) recommendations on Government e-Marketplace (GeM).

The undersigned is directed to refer meeting of Committee of Secretaries (CoS) held on 25.02.2019 under the chairmanship of Cabinet Secretary on the above mentioned subject and to say that Financial Advisers (FAs) of the Ministries/Departments should stop offline negotiations and procurement outside GeM for the items available on GeM. Further, Reverse Auction process may be encouraged to avoid offline negotiations and procurement outside GeM for the items available on GeM.

2. FAs are also requested to send monthly statement of total procurement vis-a-vis procurement made on GeM, amount pending for GeM transactions and reasons for delay in payment etc to Department of Expenditure. Report may also provide details of purchases by Government Agencies/Autonomous bodies/PSU etc. in your jurisdiction.

(Kotlu Narayana Reddy)
Deputy Secretary to the Govt. of India
Tel: 24621305
Email: kn.reddy@gov.in

To

Financial Advisors of All Central Government Ministries/Departments
Dear Financial Adviser,

You are aware that Ministry of Finance has taken a number of budgetary and accounting reform initiatives recently. This has thrown up new challenges in the way Departments/Ministries manages its business in a financially prudent manner.

2. Financial Advisers are the keystone for the implementation of schemes/projects and for exercising financial prudence in accordance with the extant Government guidelines and facilitating the smooth conduct of Government business. Constant communication and interaction between the Department of Expenditure and Financial Advisers is one of the critical success factor in enabling the Government achieve its key objectives. Hence, there is a felt need to put in place a mechanism for feedback from Financial Advisers periodically, which covers the entire gamut of your activities.

3. Keeping the above intent in mind, I am attaching a format through which you may like to keep us informed of the activities related to your area of responsibility separately for each Department under your charge on monthly basis by the 15th day of the following month. You may like to include from your side additional issues in keeping with the specific nature of activities that your Department/Ministry undertakes.

With regards,

Yours sincerely,

( Ashok Lavasa )

Encl: As above

Financial Advisers of all Ministries/Departments.
1. Budget allocation and expenditure till date, with the corresponding change for the previous years and unaipent balance, if any. (As per format)

<table>
<thead>
<tr>
<th>Sections</th>
<th>Budget Estimates</th>
<th>Actuals Upto Month</th>
<th>COPFY</th>
<th>Change of actual to BE</th>
<th>Unspent Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Corresponding period of the previous year.

2. EFC/SFC/PIB/CEE and DCNs:

(i) Number of EFC, SFC, PIB and CEE required/planned for the year 2017-18 and actual meetings held and recommendations finalized. Any outstanding issue in this regard.

(ii) Number of Cabinet Decisions required to be taken and actually taken to finalize the schemes already appraised.

3. Major legislative initiatives taken by Ministry/Department during the month.

4. EMC Recommendations:

(i) Whether database of Autonomous Bodies (ABs) have been updated.

(ii) ATRs on EMC Recommendations:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Para No. of EMC report</th>
<th>Recommendation of EMC</th>
<th>Action taken*</th>
<th>Status** (Implemented/ Ongoing/ Not accepted)</th>
</tr>
</thead>
</table>

*All notifications/guidelines/orders issued for implementation of EMC recommendations may be attached with the reply.

**In the case of recommendations on which action is ongoing, timeline for implementation must be indicated.

5. Audit Para Monitoring:

(i) Pendency in PAC paras:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Department</th>
<th>No. of para pending at starting of the last month</th>
<th>No. of para settled during the month</th>
<th>No. of para pending at end of the month</th>
<th>Timeline for settlement of pending para</th>
</tr>
</thead>
</table>

(ii) Pendency in CAG paras:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Department</th>
<th>No. of para pending at starting of the last month</th>
<th>No. of para settled during the month</th>
<th>No. of para pending at end of the month</th>
<th>Timeline for settlement of pending para</th>
</tr>
</thead>
</table>

(iii) Date of Standing Audit Committee Meeting:

(iv) Important decisions, if any.
6. **Foreign Visit Management System (FVMS):**

(i) Whether Quarterly Rolling Plan (QRP) has been prepared and uploaded on the portal.

(ii) Whether the details of the visit undertaken have been updated on the portal.

7. Status of implementation of SIU recommendations.

8. Any suggestion by way of amendment of rules/regulations for financial management.

9. **Major deviation from GFR, DPPR that FA may like to report.**

10. Any items pending in Department of Expenditure.

11. Any other issues that FA may like to raise.