



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन 2 रफी मार्ग नई दिल्ली 110001
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110001

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F.No.13-4(73)/18-19/S&P/Policy

Dated: 25th September, 2019

To,

The Directors/Heads of all CSIR National Labs/Instts

Sub: Government e-Marketplace (GeM) –ensuring timely payment to GeM suppliers/vendors and submission of returns.

Sir,

I am directed to inform you that CSIR Hqrs. vide its letter No.13-4(49)/17-18/S&P/Policy dated 09/02/2018 requested all Labs to furnish information on the dues payable on Goods & Services procured through GeM on a monthly basis so as to be received by CSIR Hqrs. latest by 3rd of every month. (available on CSIR website) Further, CSIR Hqrs. vide mail dated 7th March, 2019 addressed to all the Directors of CSIR Labs/Instts requested that all the concerned functionaries be directed to update the status of the payment on the portal by following the procedures as indicated in the Power point presentation attached to the mail.

It is regretted to inform that neither the returns are being received promptly nor the portal have been updated as required. Consequently, CSIR Hqrs. is not in a position to correctly indicate the quantum of outstanding payments for Goods and Services procured through GeM to the Secretary, Ministry of Finance. Not adhering to the need of updating the payment status on the GeM portal has resulted in many CSIR Labs/Instts being treated as a **red buyer** thereby conveying to all the prospective sellers that the buyer rating is poor. This situation is likely to create a situation where the sellers may not be willing to quote for the products available on GeM which is otherwise mandatorily required to be procured through GeM.

It has come to the notice that, in some cases the incumbent who was involved in transactions have been transferred or superannuated. In such cases, the existing incumbent may liaise with the transferred/retired officials and make concerted effort to update the payment status on the GeM portal. As mentioned earlier, the PAO i.e. F&AO/COFA shall update the payment status on GeM portal.

Further, CSIR Hqrs. vide letter No. 13-4(73)/18-19/S&P/Policy dated 13.12.2018 (available on CSIR website) with the concurrence of FA, CSIR, also requested all CSIR Labs/Instts. to open a Gem Pool Account and comply with the provisions contained therein. CSIR Hqrs. is presently not aware of the status on the compliance to the above.

In view of the foregoing the following is requested on priority basis.

- a) Direct the functionaries in the Purchase Section of your Lab/Instt to submit the required return promptly in time so as to reach CSIR Hqrs. latest by the 3rd of every month.
- b) Direct the functionaries in the Finance Division to kindly update the status of payment on the GeM portal so that the status of the buyer can be changed from **red buyer** to **green buyer**.
- c) The status of opening of the Gem Pool Account.

It is informed that the data on procurement of Goods indicating various details including payment status in respect of entire CSIR has been made available by GeM to the undersigned and hence ensuring prompt updation of the payment status on the GeM Portal would facilitate the undersigned to submit the monthly returns to Ministry of Finance without depending on the inputs from the CSIR Labs/Instts.

It is requested that the compliance to the above may kindly be communicated to CSIR latest by 25th October 2019.

Yours faithfully

Encl. a/a

R.K.Rao
25/10/19
(R.K.Rao)

Sr. Controllor of Stores & Purchase

Copy to:

1. All CoSPs/SPOs/CoFAs/FAOs and DDOs
2. Head IT – with the request to host the letter on CSIR website.