



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
अनुसंधान भवन, 2, रफीमार्ग नई दिल्ली 110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



सो/No. SP-13030/69/2025-S and P-CSIR HQ(E-248511) दिनांक/Date: 22/12/2025

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एकको के निदेशक/प्रमुख
The Directors of all Laboratories/Instts. and Heads of Units of CSIR

विषय/ Sub: Regarding updating Pending Payment of Bills on GeM Portal.

महोदया/ महोदय/Madam/ Sir,

I am directed to invite your kind attention towards the subject cited above and to state that GeM authorities, have taken cognizance of pending payment to MSE firms and brought to the notice of Competent Authority, CSIR that payment **to the tune of ₹172.55 Crore is pending** in name of Council of Scientific and Industrial Research.

2. It is pertinent to mention that the report submitted by the labs for pending MSE payments does not tally with the above figures. This mismatch is obviously due to non-updation of payment on GeM portal. In order to respond to GeM/Cabinet Secretariat these pending payments must be settled on **MOST URGENT** basis.

3. To update the payment status on GeM portal, a **Bulk Payment Update** option is available on the Dashboard of Buyer and Principal Account Officer (PAO) roles. The stepwise process flow is attached with this letter.

4. Further, for the offline payment method ('Other payment mode' on GeM), adopted by almost all the labs/units of CSIR, payment update is required to be done simultaneously while processing the bill. Even after the payment is made to the vendors, if the details are not updated on GeM portal, it would show the payment as pending. In order to update payment status on GeM an Action-Actor (Officer responsible) matrix is summarized as under for ease of understanding:

S.N.	Action on GeM portal	Actor on GeM portal
1.	Contract Generation	Buyer (S&P Division)
2.	Delivery Acceptance / Rejection	Buyer-Consignee / S&P Division

3.	Consignee Receipt –cum- Acceptance Certificate (CRAC) generation	Buyer-Consignee / S&P Division
4.	Entering standing / statutory Tax deduction details / particulars on GeM like GST-TDS, IT-TDS, LDs etc. (When bills are admitted outside GeM i.e. 'Other' payment mode)	Buyer (S&P Division)
5.	'Approval' of Bills and/or 'Updation' of each Bill Payment with Payment Date and Reference Number on GeM	PAO (F&A Division)

5. It is pertinent to note that when Bills are admitted and payments are made in 'Other Payment Mode' i.e. not through GeM Pool Account or not directly through GeM portal (PFMS), steps 4 & 5 are essential to show that the payment to the firm has been made.

6. Further, due to non-updation of payment, the Buyer's account is orange / red flagged which results in rejection of orders / non-participation in bids by the sellers. Consequently, it creates bad name for whole organization.

7. The payment cycle on GeM portal can only be completed only when both Stores & Purchase Division (SPD) and Finance & Accounts Division (FAD) work in close co-ordination and discharge their respective roles. All concerned officers of Purchase and Finance are, therefore, urged to take up Bulk Payment Updation on GeM on a mission mode to clear all backlog cases of upto 15th December 2025 **by 09.01.2026 positively**. The position will be checked on GeM portal by Hqrs and status will be intimated to Competent Authority/Cabinet Secretariat.

8. This issues with the approval of JS & FA, CSIR and JS (Admin), CSIR.

भवदीय/Yours faithfully,

(डॉ अमिय बिन्दु गुप्ता /Dr. Amiya Bindu Gupta)
भंडार एवं क्रय अधिकारी/Stores and Purchase officer

Copy to: -

1. JS & FA, CSIR
2. Joint Secretary (Admn.), CSIR
3. Sr. CoSP, CSIR Hqrs.