



महेन्द्र कुमार गुप्ता
MAHENDRA KUMAR GUPTA

संयुक्त सचिव
Joint Secretary

No. SP-13030/69/2025-S and P-CSIR HQ (E 248511)

Date: 22nd May, 2026

Dear Directors/Heads,

Sub: Bulk updation of payments for Goods and Services made against GeM Contracts

As you are aware the Govt. is according utmost priority to timely payments to MSEs and GeM vendors against their supplies. Status of pending payments is being monitored by the Cabinet Secretariat. It has been brought to our notice that a huge amount is showing on GeM as outstanding against CSIR. This has come in for criticism.

2. CSIR has already notified the modality for updating the pending payments with roles and responsibilities vide Letter dated: 22nd December 2025 (Copy enclosed). Accordingly, the following step by step actions are required to be taken on a mission mode by all Labs/Units:

Steps	Action	By whom	Deadline
Step - 1	Generate pending CRAC/SDAC, if any, on the GeM Portal	Consignee (Purchase /Admin)	25 th May 2026
Step - 2	Download bulk payment status file (CSV File) for CRAC/SDAC issued from GeM Portal	HoD Role	26 th May 2026
Step - 3	Update deductions (Tax, LD, others) and paid amount to vendor in downloaded CSV file and send the file to Head (F&A)	Purchase /Admin	28 th May 2026
Step - 4	Update pending date in the CSV file and send back to the GeM HoD for Lab/Instt/Unit	Finance	01 st June 2026
Step - 5	Upload the updated CSV file on GeM Portal for bulk updation	HoD Role	02 nd June 2026

3. The following may be ensured for smooth update:

- It is to be ensured that header row, file name and file type is not changed during update
- This updated file is to be uploaded on the GeM Portal through the same ID from where it is downloaded.
- Post upload, the payments shall be updated within 24 Hrs. Error, if any, in the uploaded file can be seen on the same ID where it has been uploaded.
- In such cases, file can be re-uploaded after rectifying the error.

4. Kindly find attached herewith two annexures showing status of pending GeM payments for Products and Services Category. The situation is alarming and therefore, it calls for according TOP PRIORITY to this task. For any assistance, kindly contact Sh. Satish Chandra, SPO, at CSIR Hqrs.

With regards

Yours sincerely,

(Signature)
22/5/26
(Mahendra Kumar Gupta)

To

All Directors/Heads of CSIR Labs/Instts/Units



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,
AMIYA BINDU Digitally signed by AMIYA
GUPTA BINDU GUPTA
Date: 2025.12.22 10:13:35
+05'30'
(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.

Sr No	Lab Name	HOD Name	User I'd	Type of Order	Total Amount of Order	Total Due Amount
1	Central Road Research Institute	Prasenjeet Mitra	CSIR_CRRI	Product	143326627.7	133972539.6
2	Central Building Research Institute	Debi Prasanna Kanungo	DIRECTOR@CBRI.RES.IN	Product	45494582.83	45489301.49
3	Central Drug Research Institute	Kural	R_RAVISHANKAR@CDRI.RES.IN	Product	23255372.85	23188617.49
4	Central Electrochemical Research Institute, Karaikudi	M Arun Manikanda Bharathi	CSIRCECRI	Product	42946627.99	42598440.26
5	Central Electronics Engineering Research Institute (Ceeri), Pilani	Ashok Chauhan	PKK@CEERI.RES.IN	Product	5454570.898	5430698.68
6	Central Glass And Ceramic Research Institute	Swachchha Majumdar	CGCRISTORE	Product	47791872.2	46039345.76
7	Central Institute Of Medicinal And Aromatic Plants	Arvind Singh Negi	ASHOKSHARMA58	Product	25371039.18	22155988.33
8	Central Institute Of Mining And Fuel Research, Dhanbad	Ajay Yadav	CSIRCFR001	Product	17810223.1	17736998.17
9	Central Mechanical Engineering Research Institute (Cmeri), Durgapur	Anupam Sinha	ANUPAM@CMERI.RES.IN	Product	34886301.92	34552841.53
10	Central Scientific Instruments Organisation	Satish Kumar	DIRECTOR@CSIO.RES.IN	Product	25350431.42	25114684.03
11	Consultancy Development Centre	Suresh Kumar Lalwani	CDCUSER1	Product	28450	28450
12	Council Of Scientific And Industrial Research Hqrs	Amiya Bindu Gupta	SRCOSP.CSIR@NIC.IN	Product	29527172.95	29218303.21
13	Csir Neeri Nagpur	Krishnamurthi Kannan	K.KRISHNAMURTHI.NEERI@NIC.IN	Product	99320672.41	99308733.04
14	Csir Ampri Bhopal	Neeta Vatsala Massey Khalkho	GSINGH38	Product	71268331.81	71198364.31
15	Csir Central Leather Research Institute	S Nithyanantha Vasagam	SHAN@CLRI.RES.IN	Product	13080470.24	13059220.68
16	Csir Complex Pusa New Delhi	Sanjay Kumar	CSIRCX@1954	Product	91002.94	91002.94
17	Csir Csmcri	Arup Ghosh	DIRECTOR@CSMCRIO.ORG	Product	5490573.736	5350989.97
18	Csir Fourth Paradigm Institute Bangalore	K R	COA.C4PI	Product	296694205.7	293744237.6
19	Csir Immt Bhubaneswar 751013	Siddhartha Kumar Pradhan	CHITTARPANDA	Product	65965413.79	65965374.23
20	Csir Indian Institute Of Chemical Biology	Natarajan Ramalingam	SHARMILA@IICB.RES.IN	Product	38005716.84	36552927.94
21	Csir Innovation Complex Mumbai	Ravikrishna Chebolu	HEAD.CICM	Product	8150880.375	8057428.94
22	Csir Innovation Protection Unit	Atul Kumar Jain	CSIRIPU	Product	4842692.185	4842692.185
23	Csir Institute Of Microbial Technology	Anirban Roy Choudhury	DKSAHO	Product	30882823.85	30749541.47
24	Csir Madras Complex	Kannadhasan Govindasamy		Product	7268090.339	6861006.339
25	Csir National Botanical Research Institute Lucknow	Sanjeeva Nayaka	KATIYAR@NBRI.RES.IN	Product	12001511	11995811.77
26	Csir Neeri Nagpur	Shashikant Sadistap	AN_VAIDYA@NEERI.RES.IN	Product	19080207.55	19066702.17

27	Csir Niscpr	Chandra Bhushan Singh	TABASSUM@NISTADS.RES.IN
28	Csir Traditional Knowledge Digital Library Unit	Alpana Jain	TKDL@88
29	Csir Urdip	Kishore Sreenivasan	KISHORE.URDIP
30	Csir-Ccmb Hyderabad	Sudhanshu Shekhar Choudhary	PURCHASECCMB
31	Csir-Cftri Mysore	Mary Suneetha William	THOMASTK@CFTRI.RES.IN
32	Csir-Indian Institute Of Integrative Medicine	Zabeer Ahmed	DIRECTOR@IIIM.RES.IN
33	Csir-Institute Of Himalayan Bioresource Technology	Dinesh Kumar	COSPIHBT2017
34	Csir-National Aerospace Laboratories, Bengaluru	Vikash Chandra Mishra	SPO.NAL@NIC.IN
35	Csir-National Chemical Laboratory	Rajesh Ghanshyam Gonnade	AK.NANGIA@NCL.RES.IN
36	Csir-Nml	Bhola Azad	NALINSINGH
37	Delhi Ncr	Vinay Kumar	MSAXENA@CSIRHRDC.RES.IN
38	Iitr Lucknow	Natesan Manickam	CSIR@LUCKNOW
39	Indian Institute Of Chemical Technology	Vijay Kumar Mahto	USDAS@IICT.RES.IN
40	Indian Institute Of Petroleum, Dehradun	Suray Dev Kumar	SURYADEVK
41	Institute Of Genomics & Integrative Biology	Malabika Datta	BRUJESH.SHARMA@IGIB.RES.IN
42	National Institute Of Oceanography	Ilangovan Dandayudapani	NIOPUR
43	National Institute Of Science Communication And Information Resources	Hasan Jawaid	
44	National Physical Laboratory	Suresh Pant	ADHAR.NPL@NIC.IN
45	Ngri, Hyderabad	Dharmendra Kumar	PURCHASE@NGRI.RES.IN
46	Niist Trivandrum	Raviswamy H C	DULIPKUMAR
47	North East Institute Of Science And Technology	Jayanta Jyoti Bora	NEIST_GEM
48	Pusa New Delhi	Manish Bhardwaj	VEENA2018
Grand Total			

Product	17145503.1	17120080.65
Product	868485.5686	868485.5686
Product	505093.06	505093.06
Product	32296172.97	29680010.49
Product	50762202.61	50656575.99
Product	153431417.5	152728008.8
Product	97420800.46	97409056
Product	89056630.92	89048003.42
Product	158081861.2	71906156.35
Product	61787559.89	61462614.58
Product	12305829.72	11718504.22
Product	53152021.96	52911463.11
Product	71376111.35	63671530.56
Product	68331265.81	67050980.4
Product	15209111.16	15114260.86
Product	82894440.63	82691490.88
Product	1045334.54	1045333
Product	19387016.45	19108361.9
Product	48672229.74	45556166.91
Product	12819687.94	12795328.9
Product	30312992.62	29141508.15
Product	64456895.84	64334537.78
2282470340		2156561553

Sr No	Lab Name	HOD Name	User I'd	Type of Order	Total Amount of Order	Total Due Amount
1	Central Road Research Institute	Prasenjeet Mitra	CSIR_CRR1	Services	15502225.68	3000786.82
2	Central Drug Research Institute	Kural	R_RAVISHANKAR@CDRI.RES.IN	Services	369959.58	369959
3	Central Electrochemical Research Institute, Karaikudi	M Arun Manikanda Bharathi	CSIRCECRI	Services	213192477.7	16806482.7
4	Central Electronics Engineering Research Institute (Ceeri), Pilani	Ashok Chauhan	PKK@CEERI.RES.IN	Services	42628993.83	2755145
5	Central Glass And Ceramic Research Institute	Swachchha Majumdar	CGCRISTORE	Services	960557.78	126113
6	Central Institute Of Mining And Fuel Research, Dhanbad	Ajay Yadav	CSIRCIMFR001	Services	1142000	47400
7	Central Mechanical Engineering Research Institute (Cmeri), Durgapur	Anupam Sinha	ANUPAM@CMERI.RES.IN	Services	100078686.7	7593878.76
8	Central Scientific Instruments Organisation	Satish Kumar	DIRECTOR@CSIO.RES.IN	Services	753703.2	256734.4
9	Council Of Scientific And Industrial Research Hqrs	Amiya Bindu Gupta	SRCOSP.CSIR@NIC.IN	Services	11787730.8	1749432
10	Csir Neeri Nagpur	Krishnamurthi Kannan	K.KRISHNAMURTHI.NEERI@NIC.IN	Services	50038638.66	4456888
11	Csir Ampri Bhopal	Neeta Vatsala Massey Khalkho	GSINGH38	Services	1319977144	56467641.51
12	Csir Immt Bhubaneswar 751013	Siddhartha Kumar Pradhan	CHITTARPANDA	Services	704504130	55942231.38
13	Csir Indian Institute Of Chemical Biology	Natarajan Ramalingam	SHARMILA@IICB.RES.IN	Services	68188814	2665614
14	Csir Innovation Protection Unit	Atul Kumar Jain	CSIRIPU	Services	78470	19617.5
15	Csir Institute Of Microbial Technology	Anirban Roy Choudhury	DKSAHOO	Services	87980	87980
16	Csir Madras Complex	Kannadhasan Govindasamy		Services	280296	36792
17	Csir National Botanical Research Institute Lucknow	Sanjeeva Nayaka	KATIYAR@NBRI.RES.IN	Services	309817369.6	21831668.34
18	Csir Neeri Nagpur	Shashikant Sadistap	AN_VAIDYA@NEERI.RES.IN	Services	34841	34841
19	Csir Niscpr	Chandra Bhushan Singh	TABASSUM@NISTADS.RES.IN	Services	797139662.9	31354302.3
20	Csir Urdip	Kishore Sreenivasan	KISHORE.URDIP	Services	4751691.2	1061188
21	Csir-National Aerospace Laboratories, Bengaluru	Vikash Chandra Mishra	SPO.NAL@NIC.IN	Services	12849223	3122938
22	Csir-National Chemical Laboratory	Rajesh Ghanshyam Gonnade	AK.NANGIA@NCL.RES.IN	Services	9447841.06	1114369.33
23	Csir-Nml	Bhola Azad	NALINSINGH	Services	326860	326859.89
24	Delhi Ncr	Vinay Kumar	MSAXENA@CSIRHRDC.RES.IN	Services	197836081.4	8556976.78
25	Iitr Lucknow	Natesan Manickam	CSIR@LUCKNOW	Services	35670906.24	2842173.23
26	Indian Institute Of Petroleum, Dehradun	Suray Dev Kumar	SURYADEVK	Services	550761.5	520685
27	Institute Of Genomics & Integrative Biology	Malabika Datta	BRIJESH.SHARMA@IGIB.RES.IN	Services	63494797.75	2292515.32
28	National Institute Of Oceanography	Ilangoan Dandayudapani	NIOPUR	Services	15804445	870268.99
29	National Physical Laboratory	Suresh Pant	ADHAR.NPL@NIC.IN	Services	786791395.2	32764610.27
30	Pusa New Delhi	Manish Bhardwaj	VEENA2018	Services	232387269.1	14948227.38
	Grand Total				4996474953	274024319.9