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कुलसचिव | Registrar

ڈاکٹر ایم۔ اے۔ سیکندر
مسجل

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C I R C U L A R

It is observed that the GeM portal shows that there are outstanding payments against the University and the MHRD has taken serious note of this.

On perusal of the transactions, it was found that the payments have already been made to the Sellers on GeM but some of the Buyers of the University have not been generating bills on GeM Portal before recommending for the payment resulting in "Payments Due" by the University on the GeM Portal. In this regard, all the Buyers of the University have already been intimated by emails to process the backlog (340 Nos) bills online on GeM Portal so as to enable F&A to upload the details of payment already made to the suppliers for which no amount is outstanding..

Non-Compliance of the same is tarnishing the image of the University before MHRD and GeM Sellers, which has been viewed seriously. All the Buyers are hereby directed to adhere to all the procedures laid down in the GeM Portal scrupulously and the Terms & Conditions (including the LD clause) of the Purchase Order before recommending the bills for release of payment and a certificate to this effect has to be made in the office notings by the designated Buyers. Non-adherence to the GeM procedures will be the personal responsibility of the GeM Buyer and deviation thereof will be viewed seriously and necessary action will be initiated accordingly.


Registrar

To

All concerned

Copy to:

- (i) Office of the V.C/PVC/F.O
- (ii) Director, CIT – for uploading on University website
- (iii) Concerned file

(iv) PRO - Hindi Adhikari - for Urdu/Hindi Translations.