

Office of the Principal Controller of Defence Accounts
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No. S/II/GEM Corr/PCDA Blr

Dated 23 Dec 2022

To

The CO

(Units under audit jurisdiction of PCDA Bengaluru)

Sub : Rejection of GeM online bills

It has been observed that about 640 GeM online bills have been rejected during the period 01/04/22 to 30/11/2022. Major reasons for rejection have been analysed and are tabulated below.

Sl. No.	Rejection Reason	No. of cases	
1	Insufficient funds	146	It may be ensured that sufficient funds are available against the correct code head before sanction is accorded and that ink signed copy of allotment letter is forwarded to accounts section of this office before bills are submitted.
2	Financial sanction not matching with supply order data	140	This message is shown against the rejection when item wise break-up/details of expenditure are not given in the financial sanction and also when the financial sanction file cannot be opened by this office. It may be ensured that the item-wise break-up/details of expenditure are given in the financial sanction.
3	Product details not available for this transaction ID	60	This message is shown against the rejection when this office is unable to open any of the files uploaded.

4	Financial sanction validity expired / mis-match between financial sanction year and bill submission year	56	It may be ensured that items are purchased and bills are submitted in the same financial year in which the financial sanction is given as budget allotment for various grants are valid for a particular financial year only.
5	Incorrect code head	61	It may be ensured that correct code head is shown in the sanction and bill to avoid rejection.
6	Supply order quantity and amount not matching with Invoice / CRAC data	21	This reason is shown for cases where there is mis-match in the quantity shown in the supply order with that of Invoice / CRAC data. This is also shown in cases where this office is unable to open the financial advise file, Contract file, Invoice and CRAC files, received online,
7	Bill does not pertain to this organization / CDA Incorrect Unit Code	11 100	This is due to wrong selection of paying authority (CGDA is selected instead of Unit). It may be ensured that correct paying authority is selected to avoid rejection.

2. It may kindly be ensured that GeM bills are submitted online, duly fulfilling all requirements. Cases are received with request for treating GeM bill as normal bill as payment agency is not selected properly (**internet banking is selected instead of CGDA**). It is requested that GeM bills may be submitted online only strictly with immediate effect. For all the past cases shown outstanding, the UTR code may be uploaded on GeM by unit.

4. It is requested that **e-mail ID (NIC e mail ID only)** of unit may be forwarded to this office which will ensure ease of communication and avoid delay. This would enable this office to forward MER. Also, Name, telephone number and e-mail ID (**NIC e-mail ID only**) of a Nodal Officer may be intimated immediately.


ACDA (GeM Cell)