

CSIR- COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
NIScPR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY RESEARCH

Purchase Section

OFFICE MEMORANDUM

File No: Misc-17/NIScPR/Pur/22-23

Date: 12.10.2022

Subject: Standard Operating Procedure (SOP)/Guidelines for GeM Payment

Procurement Policy Division, Department of Expenditure, Ministry of Finance vide their OM No. F.6/18/2019.PPD dated 23.01.2020 has issued detailed guidelines and procedure for payments for Goods/ Services to sellers through PFMS and by Non PEMS agencies.

Further, GeM has issued notification regarding activation of functionality for the collection of interest amount on the delayed payments as per DoE OM No. F.6/18/2019-PPD dated 03.07.2020 is being made live from 01.08.2022, which would be applicable on all CRAC issued / generated on or after 01.08.2022. If the payment is delayed beyond prescribed timelines, the buyer will be liable to deposit interest as per above OM.

To ensure prompt payment on Gem Portal within stipulated time period, following.

Standard Operating Procedure is approved for implementation in CSIR-NIScPR

Standard Operating Procedure for GeM Payment

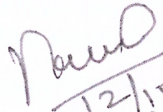
Scheduled Timeframe	PARTICULARS	ACTION TO BE TAKEN BY
Day 1	After Receipt of Material as per GeM Order, the Inspection note is prepared containing detail of Indenting Officer and Material	STORES
Day 2 & 3	The material along with inspection Note and is handed over to Indenting Officer along with material bill. It is the Responsibility of The I/O to check the material at the time of receiving Inspection note and if the material is in order I/O may get to certify the bill and Inspection note at the earliest. If I/O is on leave/tour then I/O would make ensure that the same material is got accepted and inspection note is cleared by alternate Officer/Staff of the concerned Division I/O will also submit issue Slip (Non Consumable) for getting the material issued for final acceptance of material.	Indenting Officer/ Alternate Officer
Day 4	Inspection Note along with Issue Slip received in Order by Store Section will be accepted	Stores Section
Day 5	Bill will be processed after entering the material in relevant Stock Ledger/Asset Ledger and Forwarded the same to Accounts Section for Payment.	Stores Section
Day 6	Purchase Section will process the bill and forward the same to Accounts Section for Payment	Purchase Section
Day 6	Receipt of Bill in F&A Section at Dairy stage and forwarding the same to concerned Dealing Assistant	F&A Section
Day 7	If Bill is in order, Bill will be admitted and processed in Accounts Section for Payment.	F&A Section

Day 8	If Bill is not in order and returned by F&A Section due to some clarifications, S&P section will arrange to get the rectification done and forward revised Bill (GeM) to F&A Section	Stores and Purchase section
Day 9-10	Final checklist prepared for releasing payment through PFMS/Cheque. Counter Signature on Payment authorization list order by DDO Admin and DDO (F&A)	DDO ADMIN/DDO F&A
Day 11-15	Payment Report and UTR number will be obtained by Purchase Section	Purchase Section
Day 16-20	Status of payment released will be updated by F&A Section through PAO role on GeM Portal.	F&A Section

If Any, Staff is on leave or there is any unjustified delay, it will be the prime responsibility of concerned HOD. Leave/ Official tour of IO will not be considered as valid reason for delay as HOD is responsible to nominate alternate officer in such cases. Further, Director CSIR-NIScPR may consider any such emergent case depending upon the merits of facts submitted and condone the delay period on case to case basis.

All the HOD's are requested to ensure strict compliance to above SOP.

This Issues with the concurrence of F&A Section & Approval of competent Authority.


12/10/2022
Store & Purchase Officer

Copy To:

1. Notice Board
2. Head IT: with a request to upload the same on CSIR-NIScPR Website.
3. CoFA/COA/Head PME
4. All Divisional Head
5. Incharge : SV Marg