



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्वविद्यालय चिकित्सा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (दिल्ली विश्वविद्यालय)

DILSHAD GARDEN, DELHI-110 095

(दिलशाद गार्डन, दिल्ली - ११००९५)

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Website: www.ucms.ac.in

Dated: 28.07.2025

NO. UCMS/CS/Circular/2025-26/2230

Ref. Processing of all successful delivered/CRAC Generated item's Bill on Gem Portal before depositing for payment to Finance Section-Reg.

It has been observed that GeM Bill are being forwarded for payment without completing the required necessary steps after the receipt of the Goods/Services procured through GeM portal. To ensure smooth and timely processing of payments, all concerned department(s)/Section(s) are hereby requested to strictly follow the steps mentioned below before submitting bills for process the payment after CRAC generation.

- i. Update the payment detail and Process Bill(s) on GeM Portal.
- ii. Buyer needs to create a "draft Bill" for all delivered orders.
- iii. Draft Bill shall be sent to Finance Section through GeM portal.
- iv. The PAO shall finalize it by processing the same on GeM portal using the payment details.
- v. Then the payment will be completed and the Bill payment process will be closed on GeM Portal.
- vi. Ensure all supporting documents are properly attached.

Failure to comply with the above instructions may lead to rejection or delay in payment. All department(s)/Section(s) are requested to treat this matter seriously and act accordingly.

For any clarification, please contact the Finance Section.

This issues with the approval of the Competent Authority of the College.

(Signature)
Assistant Registrar (Central Store)

Copy for information to: -

1. All HOD/Section In-charge/Faculty In-charges
2. The Deputy Registrar, UCMS
3. The Assistant Registrar (PO), UCMS
4. Notice Board
- ✓ 5. F/I DBMI for College Website
6. Office Copy

T.A.(Store)