



**Government of Jammu & Kashmir
Finance Department (Codes Division)
Civil Secretariat, Jammu/Srinagar.**

Subject: Procurement of Goods/Services through Government e-Marketplace (GeM).

Circular

Rule 149 of the GFR-2017, provides that it is mandatory for the Government departments to purchase Goods and Services through GeM only, if these are available on GeM.

In order to effectively implement the above provisions, functionality for generating 'GeM Availability Report & Past Transaction Summary' (GeMAR&PTS) has been made available on GeM. This will greatly help and benefit the Buyers and Competent Authorities in taking informed decisions in respect of availability of Product/Service on GeM.

It is mandatory for a buyer to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with a unique ID on GeM portal for procurement outside GeM. GeMAR&PTS shall be a pre-requisite for arriving at a decision by the Competent Authority for procurement of required goods and services by floating a bid outside GeM.

However, in case it is not possible to extract GeMAR&PTS report due to urgency and non functioning of GeM at that time or due to non-availability of Internet Connection, screenshots in such cases shall be placed in the procurement files along with details of reason/circumstances.

Accordingly, all Administrative Secretaries are advised to direct **their subordinate officers to follow the above instructions while resorting to Procurement of goods and services outside GeM portal.** The payment for purchases of goods and services shall be released by

the treasuries only on the production of GeMAR&PTS Report/Screenshot by the departments.

Sd/-
(Atal Dulloo),IAS,
Financial Commissioner,
(Additional Chief Secretary),
Finance Department.

FD-Code/152/2021-02

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