भारतीय प्रौद्योगिकी संस्थान
काशी हिन्दू विश्वविद्यालय
IIT INDIAN INSTITUTE OF TECHNOLOGY
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
(संस्थान क्रय प्रकोष्ठ)

Office of the Registrar
(Institute Purchase Cell)

Ref. No. IIT(BHU)/IPC/Notice/26-27/M59/923 Date: 02.11.2026
03

NOTICE

Subject: Adherence to Prescribed Timelines for timely payment on the GeM Portal -Reg.

It has been observed that payments to the Vendors/Service providers for procurement through GeM portal are not being processed within desirable time frame. The said issue of timely settlement of payments has also been pointed out by the Joint Secretary (Admin.), Department of Higher Education, Ministry of Education, vide D.O. letter No. 29-25/2025-S&S dated 21.10.2026 (***copy enclosed for ready reference***).

In this regard, it is reiterated that payments against procurements made through GeM Portal shall be ensured to be processed within 30 days of issuance of the Consignee Receipt and Acceptance Certificate (CRAC) and even, wherever feasible, preferably within 10 days of issuance of Consignee Receipt and Acceptance Certificate (CRAC).

In this regard, all buyers/tenderers/offices of the Institute are, thus advised to kindly adhere to prescribed timeline for timely payments to the Vendors/Service providers of GeM portal and also to ensure processing of bills to eliminate avoidable delays against procurements made through GeM Portal, subject to completion of all requisite formalities.

This issues with the approval of the Competent Authority.

03.11.2026
Registrar

Encl: As above:
1. D.O. letter
2. GeM GTC

Ref. No.: IIT (BHU)/IPC/Notice/25-26/M59/ of Date:

Copy to the following for information and necessary action:

1. All the Deans/Associate Deans/Professor In-Charges, IIT(BHU).
2. All the Heads/Coordinators of the Departments/Schools/Centres/Units, IIT(BHU).
3. The Chief Councillor, Gymkhana, IIT(BHU).
4. The Chairman, IIPC, IIT(BHU).
5. The Chairman, Council of Wardens, IIT(BHU).

6. The Head, CCIS, IIT(BHU).....***with a request to kindly upload the notice on the Institute website.***
7. The Coordinator, GTAC, IIT(BHU).
8. The Coordinator, IIT-Cafeteria, IIT(BHU).
9. The Chief Proctor, IIT(BHU).
10. The Registrar, IIT(BHU).
11. All the members concerned of the committee.
12. All the Admin Wardens/Wardens of the Hostels, IIT(BHU).
13. The Superintendent Engineer, IWD, IIT(BHU).
14. All the Joint Registrars/Deputy Registrars/Assistant Registrars, IIT(BHU).
15. P.A. to the Registrar.

23.11.2021

Registrar