Syed Ekram Rizwi
Joint Secretary (Admin)
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सत्यमेव जयते

भारत सरकार
शिक्षा मंत्रालय
उच्चतर शिक्षा विभाग
कर्तव्य भवन
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
DEPARTMENT OF HIGHER EDUCATION
KARTAVYA BHAVAN
NEW DELHI-110001

D.O. No. 29-25/2025-S&S

New Delhi, dated 21st Oct, 2026

Respected Sir/Madam,

At the outset, I would like to appreciate the efforts of all Higher Educational Institutions, Central Autonomous Bodies, CPSUs and Subordinate Offices under the Ministry of Education in undertaking a substantial volume of official procurement through the Government e-Marketplace (GeM) Portal. It is a matter of appreciation that the Ministry of Education has secured the second position in GeM procurement performance. This achievement reflects the collective efforts of the institutions and offices under the Ministry in promoting transparent, efficient and accountable public procurement.

2. While the Ministry has made commendable progress in procurement through GeM, the issue of timely settlement of payments also requires focused attention. As per the data furnished by GeM (copy enclosed), it has been observed that a considerable proportion of payments to vendors/service providers by various entities under the Ministry are not being processed within the desired timeframe. It may be noted that delays in payments on the GeM Portal are being monitored seriously at the highest level.

3. In this regard, all concerned institutions and offices are requested to ensure that payments against procurements made through the GeM Portal are processed within 30 days of issuance of the Consignee Receipt and Acceptance Certificate (CRAC). Further, efforts may be made to process payments, preferably, within 10 days of issuance of the CRAC, wherever feasible, subject to completion of the requisite formalities.

4. I would, therefore, request you to kindly issue necessary instructions to all concerned officers and dealing officials under your administrative control to adhere to the above timelines and ensure regular monitoring of pending payments so that avoidable delays are eliminated. The continued cooperation of all institutions and offices in this regard will help the Ministry sustain its performance in GeM procurement while ensuring timely payment to vendors/service providers.

With warm regards,

Yours sincerely,

Encl.: As above

(S. E. Rizwi)

To:

1. The Heads of all CFHEIs.
2. The Chairman/Secretary/Commissioner/Head of UGC/ CBSE/ NCERT/ KVS/ NVS/ NIOS/ CHD/ CIIL/ NBT/ SED J&K.

Copy for information to:

1. PPS to Secretary(HE)/ PPS to Secretary(SE&L).
2. All Bureau Heads, Department of Higher Education.
3. The Chief Executive Officer, Government e-Marketplace (GeM), 2nd Floor, Jeevan Tara Building, Patel Chowk, New Delhi - 110001.
4. NIC, Ministry of Education, for uploading the communication on the Ministry's website.