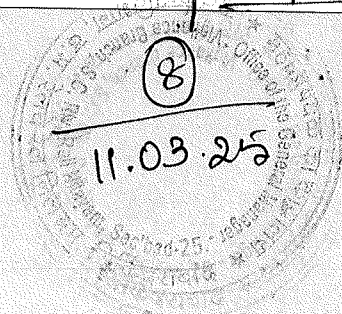




OFFICE OF THE  
PRINCIPAL FINANCIAL ADVISER,  
SOUTH CENTRAL RAILWAY,  
RAIL NILAYAM, SECUNDERABAD-500071



No.AXP/SO9 Vol III

Dt: 04-03-2025.

Secretary PG, PCPO/SC, PCOM/SC, PCCM/SC, PCMM/SC, PCE/SC, PCEE/SC, PCME/SC, PCSTE/SC,  
PCSC/SC, FA&CAO/T/SC, FA&CAO/SW/SC, CEE/Proj/SC, CCM/PM, Dy.CSTE/PRS/SC,  
Principal/ZRTI/MLY, Principal/ZCETI/KCG, Principal/STTC/SC, RPF/TC/MLY,

Chairman/RRB, DG/IRISET/SC, Dy.CPO/RRC/SC

Sub: Implementation of SDAC (Service Delivery Acceptance certificate) on GeM portal and  
Online passing of service contract bills –reg.

Ref: SDGM/SCR's Ir.No. G.265/C/2024/04/00716/GA/G/HYB dt:18.02.2025.

SDGM/SCR vide letter cited above, has stated that some procedure lapses are occurring while  
scrutiny of bills for Service contracts processed through GeM.

It is noticed by SDGM/SCR that some of the service contract bills are being passed offline on  
basis of certification on the supplier invoices by the officer using the services.

It is requested to follow the procedure laid down;

- 1) The GeM invoices should only be processed on line duly generating SDAC (Service Delivery Acceptance certificate) by the executive concerned instead of manual certification on the bills for all service contracts processed through GeM.
- 2) Service Contractors may be strictly advised to generate GeM invoices duly uploading Service provider invoice and necessary documents like Log book in case hiring of vehicle contracts, ESI/PF Payment receipts in case of AMC contracts and send to the buyer through GeM for SDAC (Service Delivery Acceptance certificate) and the process.
- 3) The same will be appeared Accounts module under GeM on line bill registration of IPAS. Then Accounts will register the bill after obtaining physical copy of GeM invoice where in budget certification has been done.

Above procedure may be strictly followed. GeM customer care may be contacted for further assistance if needed while processing the bills.

Copy to SDGM/SC w.r.t the letter under reference (1) above.

(D C Diwakar)  
Dy.CAO/G/SC  
For PFA/SCR/SC

(D C Diwakar)  
Dy.CAO/G/SC  
For PFA/SCR/SC

गोपनीय/CONFIDENTIAL

**SOUTH CENTRAL RAILWAY**

महाप्रबंधक के कार्यालय/ General Manager's Office,  
सतर्कता शाखा/Vigilance Branch,  
सिकंदराबाद/Secunderabad,

No. G.265/C/2024/04/00716/GA/G/HYB

Date:18.02.2025

**All PHODs**

Sub:- Implementation of SDAC (Service Delivery Acceptance Certificate)  
on GeM portal and online passing of Service Contract Bills - Reg.

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Service Contracts that are floated on GeM has the feature of online bill passing in the portal itself where the bill submitted by the vendor / contractor on GeM portal will be pushed to the executive thereafter the executive forwards the bill after necessary checks/ certifications to Accounts department and the bill ultimately gets passed on IPAS as GeM and IPAS are integrated for bill payments.

During scrutiny of bill passing procedures, Vigilance found certain lapses which are detailed as below.

It is studied whether all departments are following the online methods of bill passing (i.e. vendor submitting the bill on GeM portal instead of submitting the hard copy) for Service Contracts and it is found that online bill passing for Service Contracts on GeM is not being followed which is against basic principle of transparency.

In this context, Service Delivery Acceptance Certificate (SDAC) is to be generated on GeM portal instead of manual certifications. GeM Organisation's instructions and SOP on SDAC is enclosed herewith for ready reference. Once SDAC is generated online on GeM portal, the contractor can submit the bill on the portal and the whole process can be carried out online without any manual intervention. With this, there will be little scope left for favouring a contractor for bill payments and bill passing will be done on First In First Out (FIFO) basis.

Therefore, it is essential to communicate all the officers that execute Service Contracts to generate SDAC on GeM portal and enable online submission and passing of Service Contract bills on GeM portal from the start to the end without any manual intervention, as being followed smoothly for all goods supply bills.

This has the approval of SDGM.

Action taken in this regard may please be advised to this office.

(हरीशा वेल्लंकी Harisha Vellanki)

उप मुख्य सतर्कता अधिकारी (लेखा एवं चिकित्सा)  
Dy. CVO (Accounts & Medical)  
for SDGM / SCR