To,

The Zonal ACCs/Director (PDNASS)/RPFCs in-charge,

Sub: Monthly Return on Total Procurement vis-à-vis Procurement made on GeM - Regarding.

Sir,

In compliance of the directions issued by Department of Expenditure, Procurement Policy Division, Ministry of Labour & Employment has requested EPFO to submit a monthly statement of total procurement vis-à-vis procurement made on GeM, amount pending for GeM transactions and reason for delay in payment etc.

2. In view of above, it is requested to furnish office wise consolidated information for the month of March 2019 in respect of offices under your control in the following format (.xls file only) by 30.04.2019, positively: -

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the office</th>
<th>Total Procurement during the month</th>
<th>Total procurement through GeM portal during the month</th>
<th>Total Outstanding dues in GeM</th>
<th>Reason for delay in payment</th>
</tr>
</thead>
</table>

It may please be taken care of that addition/alteration/deletion of columns and nomenclature should be avoided.

3. It is further requested that in future the above information may please be furnished every month by 10th of the following month for onward transmission to Ministry of Labour & Employment.

4. The information is required to be furnished using MS Excel (.xls) format only and may please be sent to the e-mail id: rpf.cdu@epfindia.gov.in and physical copies need not be sent.

Yours faithfully,

(A. Kumar)
Regional PF Commissioner-I(PDU)

Copy to: -
(i) All the ACCs of ZTIs – for information and necessary action please.
(ii) All the RPFCs of Regional Offices – for information and necessary action please.