

INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi - 110029

Dated 27.10.2026

OFFICE MEMORANDUM

Subject: Timely Processing of Payments Against Purchase Orders Placed on GeM portal by ICMR HQ and all its Institutes – Reg.

It has been observed that there are delays in making payments against purchase orders placed on the Government e-Marketplace (GeM) portal for the procurement of goods and services. The matter has been reviewed at the apex level, and delays in payments beyond 10 days have been viewed adversely.

With a view to ensuring timely settlement of bills and facilitating payments within the stipulated period of 10 days, the following instructions are hereby issued for strict compliance by all concerned:

2. All ICMR Institutes to ensure that payments against supplies/services are processed and completed within 10 days from the date of generation of the Consignee Receipt and Acceptance Certificate (CRAC)/Service Delivery Acceptance Certificate(SDAC), as applicable, subject to fulfillment of the prescribed requirements and applicable rules.

3. In cases where supplies are pending, delivery is incomplete, installation of equipment is pending, or the requisite satisfactory installation/performance certificate has not been issued, the concerned Institute shall reject PRC/CRAC/SDAC. PRC/CRAC/SDAC shall be generated only after due verification and fulfillment of the applicable acceptance requirements.

4. All Institutes shall review their pending cases and take immediate necessary action to clear payment pendency. **The status of PRC/CRAC/SDAC generation and pending payments shall be monitored daily at ICMR Headquarters by a cell constituted for the purpose for next 03 months.** The Institutes shall provide the requisite information and updates to Headquarters as and when required for this purpose.

5. All Institutes are further directed to **nominate a responsible officer** for coordination and monitoring of the above activities and to ensure strict compliance with these instructions.

6. The email communication already issued on 24th and 25th Oct, 2026 reflecting the pending CRACs for the last three months have already been shared. All Institutes are directed to dispose of these CRACs by 30-10-2026. The matter should be accorded TOP PRIORITY, and any delay shall be viewed seriously.

This issues with the approval of the Sr. DDG (Admin).

Digitally signed by
Joy Kumar Chakma
Date: 27-10-2026
10:33:07

(Dr. Joy Kumar Chakma)
Head, CPC, ICMR Hqrs

To:

The Directors of all ICMR Institutes/Centres

Copy to:

PPS tp DG ICMR/ Addl DG-IM/EM/ Sr DDG A/ Sr FA

Sr. AO, Stores/Sr. AO, CPC for compliance in case of ICMR Hqrs. A monitoring cell may be constituted and operationalized immediately as per Para 4 above.

All concerned officers at ICMR Headquarters for information and necessary action.

Guard file.