

No. F.FIN-ADMN/5/2025-Admn./
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT (ADMINISTRATION DIVISION)
Comp No. 289967

4TH Level, A-Wing, Delhi Secretariat,
I.P. Estate, New Delhi- 110002.

OFFICE MEMORANDUM

**Subject: Non-updation of status of pending orders placed on
Government e- Marketplace (GeM).**

It has been brought into the notice of this department by the GeM authorities that several buyer orders on Government e-Marketplace (GeM) remain pending and not updated by the respective buyers. This includes cases of no supply of products/services, invoiced orders without CRAC/SDAC and partial supplies. As per GeM, buyers are required to use the 'Complete Order Cancellation' or 'Partial Order Closure' features to close such contracts.

Non-updation of orders, as referred above, may lead to account suspension making actions such as cart proceeding, order placement, bid evaluation etc. inaccessible until compliance is ensured. Also, status of open orders is being reviewed at higher Government levels, which may reflect adversely in review meetings.

Accordingly, in order to avoid such situation and ensure uninterrupted access to GeM, it has been decided by the Competent Authority that all the departments, autonomous bodies, boards, corporations etc. under Govt. of NCT of Delhi may review all pending purchase orders placed by them on GeM and immediately update the status thereof while using the applicable procedure.

This may be accorded **Top Priority**.

Digitally signed by
Manoj Kumar V M
Date: 16-10-2025
(~~Manoj Kumar V.M.~~)
Joint Secretary (Finance)

To

**All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/
Head of Departments/All Head of Autonomous Bodies/Boards/
Corporations under Govt. of NCT of Delhi.**

Copy for Information:-

1. PS to Addl. Chief Secretary (Finance), Finance Deptt., GNCT of Delhi.
2. PS to Secretary (Finance), Finance Deptt., GNCT of Delhi.
3. PS to Special Secretary (Finance), Finance Deptt., GNCT of Delhi.
4. EMD Manager/ Sy. Analyst, Finance Deptt. GNCT of Delhi with the request to upload this OM on the web-site of the Finance Department.
5. Guard File