

No.19/C2/2019/PEO(GeM)/1153  
चंडीगढ़ प्रशासन/CHANDIGARH ADMINISTRATION  
वित्त विभाग/FINANCE DEPARTMENT  
(Planning & Evaluation Organization)

To

Chandigarh Dated, the 03/10/19

All Head of Departments/Offices,  
Boards/Corporations/Authorities etc.,  
Chandigarh Administration.

Subject: Regarding payment through PFMS mode on GeM.

\*\*\*\*\*

I am directed to state that a few department were unable to make online payment of GeM through PFMS Mode due to some technical issue but the GeM authority has now rectified the same and all departments can change their payment option "PFMS Mode" after adopting following steps:-

1. Login to GeM portal with HoD login and password
2. Click on My Accounts
3. Click on Organisation Hierarchy and change organisation type as State Government after authenticating
4. Click on My Team and select user action
5. Change the role of PAO to DDO
6. Enter controller code as 051-AG-UT
7. Enter PAO code as 070855 AG UT CHD
8. Enter DDO code as 290---
9. Save all details

It is, therefore, requested to bring above said features in the knowledge of concerned officers and ensure that online payment must be done through PFMS mode while making payment related to GeM. In case, any assistance is still required, the dealing officials may visit this office.

Finance & Planning Officer,  
for Special Secretary Finance,  
Chandigarh Administration.

Dated : 03/10/19

Endst. No.19/C2/2019/PEO(GeM)/

A copy is forwarded to the Director, Information & Technology with the request to upload on website of Chandigarh Administration.

Finance & Planning Officer,  
for Special Secretary Finance,  
Chandigarh Administration.