



No: AUJ/Est./G-162/25-26/7449-7553
Dated: 29.12.2025

Circular

Sub: Immediate action required from the secondary users of SKUAST-Jammu on GeM portal to avoid account suspension, feature restrictions and procurement block after 29th December 2025 - reg.

The Government-e-Market place authorities has observed that several buyer orders on GeM portal are lying pending including no supply cases, invoiced orders without CRAC / SDAC and partial supplies not updated / closed. Accordingly, GeM authorities have advised that buyers must use Complete Order Cancellation or Partial Order Closure, as applicable, to close such contracts.

Further, all buyers are also required to close/update all pending or expired orders placed on or before 14th December 2023 by 29th December, 2025.

It has also been intimated that after the said date, procurement on GeM portal shall not be permitted until compliance is ensured. Non-updation of orders may also lead to account suspension and restriction of features. The status of open orders is under review at higher Government levels.

In view of the above, all secondary users/buyers of SKUAST-Jammu registered on the GeM portal are hereby directed to strictly adhere to the directions issued by the GeM authorities and ensure timely closure/updation of all pending orders.

The relevant instructions issued from the GeM authorities are enclosed for ready reference

**Sd/-
Registrar**

Copy to:

- All Officers of the University _____
- Controller of Examination, SKUAST-Jammu _____
- All Heads of Divisions _____
- Nodal Officer, Data Center for uploading on University website _____
- All Incharge Stations/Sub-Stations/KVKs/CSSs _____
- All Assistant Registrars/Assistant Comptrollers/Accounts Officers _____
- SVC for the kind information of Hon'ble Vice-Chancellor

*Sanjay Sharma
29/12/2025*
Dy. Registrar (Est.)

SKUAST



Sh. Madan Lal <comptroller@skuastj.org>

Immediate Action Required: Closure of Pending Orders placed on or before 14th December 2023 on GeM to Avoid Account Suspension, Feature Restrictions & Procurement Block After 29 Dec 2025

1 message

noreply@gem.gov.in <noreply@gem.gov.in>
To: comptroller@skuastj.org

Fri, Dec 26, 2025 at 11:43 PM

Government e-Marketplace

Dear Buyers,

Several buyer orders on GeM remain pending including no supply cases, invoiced orders without CRAC/SDAC, and partial supplies not updated. Buyers must use **Complete Order Cancellation** or **Partial Order Closure** to close such contracts.

All buyers are required to **close/update all pending or expired orders placed on or before 14th December 2023 by 29th Dec 2025**.

Post this date, procurement on GeM will not be allowed until compliance is completed, and non updatation may lead to account suspension and restricted features. Open order status is also under review at higher Government levels.

Partial Order Closure (Quick Steps):

1. Go to GeM > Orders > All Contracts.
2. Select order **Request for Cancellation** (for uninvoiced items).
3. Choose reason, upload documents (if any), submit
4. Auto-processed if delivery expired; else seller may accept/reject.

Kindly update all pending orders **before 29th Dec 2025** to avoid disruption.

Regards,
Team GeM

For any queries :  1-800-419-3436, 1-800-102-3436 or  helpdesk-gem@gov.in

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