

भारत सरकार/ GOVERNMENT OF INDIA  
रेल मंत्रालय/ MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) / (RAILWAY BOARD)

No.2020/E(LL)/APW/4

New Delhi dated: 05.11.2020

The General Managers,  
All Zonal Railways,  
Metro Railway, Kolkata and PUs

**Sub: Grant of Advance—Special Festival Package to Government Servants.**

**Ref: Board's letter of even number dated 16.10.2020.**

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In continuation of Para 3 of the Ministry of Finance's O.M No. 12(2)/2020-EII(A) dated 12.10.2020 enclosed with Board's letter of even number dated 16.10.2020 on the above mentioned subject, a copy each of Ministry of Finance's O.M No. 12(2)/2020-E.IIA(Pt.) dated 13.10.2020 and 16.10.2020 regarding "SOP (Standard Operating Procedure) for disbursement of pre-paid UTSAV Card" and "Issuance of Pre-loaded Rupay Cards of Government Servants as part of Special Festival Package" respectively is enclosed for information/necessary action.

2. This issues with the concurrence of Accounts Directorate of the Ministry of Railways.
3. Please acknowledge the receipt.

DA: As above.

  
(Ms. Manju)  
Director Estt.(LL)  
Railway Board

No. 2020/E(LL)/APW/4

New Delhi dated: 05.11.2020

- Copy to:
1. PFA, All Indian Railway/PUs.
  2. The Principal Director of Railway Audit, Indian Railways/PUs
  3. The Dy. Comptroller and Auditor General of India (Railways),  
Room No.224, Railway Board, New Delhi.

  
for Member Finance(Railways)

Copy to: A/c-(II) Br., Railway Board.

No. 12(2)/2020-E.II(A) (Pt)  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated 16<sup>th</sup> October, 2020

**OFFICE MEMORANDUM**

Subject: Issuance of Pre-loaded R<sub>up</sub>ay Cards for Government Servants as part of Special Festival Package.

The undersigned is directed to invite attention to this Department's O.M. of even No. Dated 13<sup>th</sup> October 2020 wherein a guideline for Standard Operating Procedure (SOP) was issued for disbursement of pre-paid UTSAV Card.

2. In this regard it is stated that that Department of Financial Services vide their O.M. No. F. No. 29/3/2020-BO.II dated 14<sup>th</sup> October, 2020 has issued some guidelines need to be followed by DDOs and appointment of a Nodal Officer in each Ministry/Department for this purpose. A copy of the same is enclosed for taking necessary action.

3. All Ministries/Departments are requested to take necessary action for smooth implementation of Special Festival Package on immediate basis.

  
(Sunil Kumar)

Under Secretary to the Government of India

Encl: As above

To

All Ministries/Departments of Government of India

Copy to:

Dy. Director (B.O.II), Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Sansad Marg, New Delhi.

F.No. 29/3/2020-BO.II  
Government of India  
Ministry of Finance  
Department of Financial Services  
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Jeevan Deep Building, New Delhi  
Date: 14<sup>th</sup> October, 2020

OFFICE MEMORANDUM

**Subject: Issuance of Pre-loaded Rupay Cards for Government Servants as part of Special Festival Package**

This is with reference to the Department of Expenditure's (DOE)'s OMs No. 12(2)/2020-EII (A) dated 12.10.2020 and 13.10.2020 to all Ministries / Departments of the Government on the subject captioned above (copy enclosed). In this regard, DOE is further requested that all Ministries / Departments may kindly also be instructed as follows:

- 29/10/20  
15/10  
SO(E.II &)
- a) All the DDOs may be instructed that the data in the format required by SBI may be sent to SBI as soon as possible, since the processing, generation and printing of cards will take time, as was already indicated through the flowcharts indicating the steps in the card manufacturing and card delivery processes. Therefore, the indent for the cards (including the tentative number of cards expected to be applied for) may be given by the respective DDOs to SBI immediately.
  - b) Since the cards and the PINs have to be made available at the concerned branches, the details sought from DDOs regarding their names, email addresses, mobile numbers, and the respective SBI branches where they are maintaining accounts / nearest SBI branch, is required to be sent to SBI by the end of this week positively, for enabling SBI to map the link branches and arrange delivery logistics.
  - c) The DDOs may also be instructed that the names and mobile numbers of the respective staff to whom the festival advance has been / is being sanctioned may also be provided to SBI, because in the absence of this, e-commerce will be difficult to carry out later as OTP is required to be sent to the mobile number of the card user. This instruction has not been emphasized in DOE's OM dated 13.10.2020, and may kindly be stressed upon.
  - d) Each Ministry / Department may be asked to nominate a Nodal Officer for this purpose, who will coordinate in this regard within his / her own Department. The names and telephone details of Nodal Officers may be communicated to SBI urgently.
  - e) The nodal officer from SBI is **Ms. Vidya Krishnan**, CGM (D&TB P&O), State Bank of India, Corporate Centre, Mittal Tower, Nariman Point, Mumbai – 400 021 (Tel: 022-22835512). All communications to SBI may necessarily be marked to [cgmpto.dtb@sbi.co.in](mailto:cgmpto.dtb@sbi.co.in) [dgmdebitcards.dtb@sbi.co.in](mailto:dgmdebitcards.dtb@sbi.co.in) and [agm2debitcards.dtb@sbi.co.in](mailto:agm2debitcards.dtb@sbi.co.in)

2. It is requested that necessary directions may kindly be issued by DOE for smooth implementation.

  
(Raghav Bhatt)  
Deputy Director

**Ms. Annie George Mathew**  
Additional Secretary (Pers)  
Department of Expenditure  
Ministry of Finance, North Block, New Delhi

Copy to: **Shri Dinesh Kumar Khara**, Chairman, State Bank of India, Corporate Centre, State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai – 400 021

F.No. 12(2)/2020-E.IIA(Pt.)  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi.  
Dated: 13<sup>th</sup> October, 2020

**Office Memorandum**

**Sub: Grant of Advance – Special festival package to Govt. Servants.**

The undersigned is directed to refer to this department's OM of even number dated 12.10.2020 on the above mentioned subject and to say that the following SOP (Standard Operating Procedure) for disbursement of pre-paid UTSAV Card will be followed by all DDOs / HOOs concerned:-

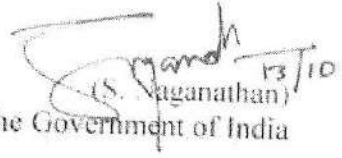
- i. On receipt of application for grant of Special Festival Package advances, each DDO will advise the number of UTSAV Cards required by them and SBI Branch details where the DDO account is maintained along with IFSC code. In case DDOs do not have an account in SBI they have to identify the nearest SBI Branch and advise the name of the Branch and the IFSC code for the purpose of receiving the Cards.
- ii. Each card will be of fixed denomination of Rs. 10,000/-.
- iii. A SPOC detail at each DDO level to be provided for better coordination. (e-mail ID and contact details of DDO and SPOC to be provided).
- iv. All the above details (standard indent format for UTSAV Card is attached) to be mailed to [agm2debitcards.dtb@sbi.co.in](mailto:agm2debitcards.dtb@sbi.co.in) with a copy to [dgmdebitcards.dtb@sbi.co.in](mailto:dgmdebitcards.dtb@sbi.co.in). This information needs to be sent as early as possible.
- v. Based on the above indicative list, Card Procurement orders will be placed by SBI and UTSAV Cards delivery schedules (to SBI Branches) will be advised based on the indicative requirements provided.
- vi. The envelope containing the individual Card & PIN will be made available at the identified Branches (where DDO's accounts are maintained) as per schedule provided.
- vii. The identified Branches will intimate the respective DDO about the receipt of the card. DDO will then provide the Branch Debit Authorisation / Cheque for the number of cards required along with the Standard Procurement Format, which will be shared with DDOs.
- viii. The duly filled in Standard Procurement Form (both in hard copy and soft copy) needs to be provided to the Branch along with the debit authorization / Cheques from the DDOs. In case where the DDO does not maintain an account with SBI branch he has to provide a

*Contd /-*

Bankers Cheque / Govt. Cheque drawn in favour of the SBI Branch identified by them earlier.

- ix. Branch will issue / activate the above cards (as per the indent provide by the DDO) in Bank's system against acknowledgment from the DDOs after realization of payment.
  - x. The DDO will take necessary precautions in safe handling of cards and distribution to identified persons.
  - xi. A nominal charge of Rs.36 plus GST will be charged for each card and will be borne by the Ministry / Department.
2. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year i.e. 2020-21 only.
  3. All the Ministries / Departments are requested to bring the contents of this OM to the notice of all its Attached and subordinate office for their information / necessary action.

Encl: As above

  
(S. Naganathan) 13/10  
Deputy Secretary to the Government of India

To

All Ministries / Departments of Government of India



SI No	APPLICANT'S FIRST NAME	APPLICANT'S LAST NAME	APPLICANT'S GENDER	APPLICANT'S MOBILE NO	APPLICANT'S ADDRESS1	APPLICANT'S CITY CODE	APPLICANT'S STATE CODE	APPLICANT'S PINCODE	APPLICANT'S PAN NO	APPLICANT'S CIF NO
Sample Data	ALPHA SPACE Mini Max40 MANDATORY	ALPHA SPACE Mini Max40 MANDATORY	ALPHA 1 DIGIT MANDATORY	NUMERIC 12 DIGIT (Must Start with 91) MANDATORY	ALPHA NUMERIC SPACE MINI MAX25 MANDATORY	NUMERIC MINI MAX 20 MANDATORY	NUMERIC MINI MAX 20 MANDATORY	NUMERIC 6 DIGIT MANDATORY	ALPHA NUMERIC 10 DIGIT MANDATORY	NUMERIC 11 DIGIT MANDATORY
	Eg: HARSHA	Eg: A	Eg: M	Eg: 919123456789	Eg: KENTHORAI	Eg: 604	Eg: 102	Eg: 410210	Eg: AYYPA1234B	Eg: 12345678912
	COLUMN1	COLUMN2	COLUMN3	COLUMN4	COLUMN5	COLUMN6	COLUMN7	COLUMN8	COLUMN9	COLUMN10

UTSAV GIFT CARD FILE FORMAT

COLUMN11	COLUMN12	COLUMN13	COLUMN14	COLUMN15	COLUMN16	COLUMN17	COLUMN18	COLUMN19
BENEFICIAR Y NAME ALPHA SPACE Mini Max40 MANDATOR Y	BENEFICIAR Y LAST NAME ALPHA SPACE Mini Max40 MANDATOR Y	BENEFICIAR DATE OF BIRTH NUMERIC " / " / SEPERATED 10 DIGIT (dd/mm/yyyy) MANDATORY	BENEFICIAR MOTHER NAME Alphabet (with Space) MIN: 1, MAX: 40 MANDATORY	BENEFICIAR MOBILE NO NUMERIC 12 DIGIT (Must Start with 91) MANDATORY	BENEFICIAR ADDRESS ALPHA NUMERIC SPACE MINI MAX100 MANDATORY	BENEFICIAR Y CITY CODE NUMERIC MINI MAX20 MANDATOR Y	BENEFICIAR Y STATE CODE NUMERIC MINI MAX20 MANDATOR Y	BENEFICIAR Y PINCODE NUMERIC 6 DIGIT MANDATOR Y
Eg: SUNDAR	Eg: RAM	Eg: 07/01/1945	LAKSHMI	Eg: 91912345678 9	Eg: KENTHORAI	Eg: 604	Eg: 102	Eg: 410210



CARD PRODUCT CODE	REFERENCE/ PROXY NO LINKED TO CARD	BRANCH CODE	LOADING AMOUNT	REMITTER PAYMENT MODE	APPLICANT'S CBS EKYC FLAG	EMPLOYEE ID
ALPHA NUMERIC	NUMERIC	NUMERIC Eg: 00123	NUMERIC DOT(.) Eg: 1.00	ONLY NUMERIC	ALPHA NUMERIC	Alphanumeric
6 DIGIT MANDATORY	12 DIGIT MANDATORY	5 DIGIT MANDATORY	MIN4 MAX25 MANDATORY	1 DIGIT	1 DIGIT MANDATORY	MIN: 0, MAX: 15 NON-MANDATORY
GIFGOV	Eg: 100012341234	Eg: 00012	Eg: 1.00	Eg: 1-CASH 2-CHEQUE 3-BANK TRANSFER	Eg: N	HAR145820148256
COLUMN20	COLUMN21	COLUMN22	COLUMN23	COLUMN24	COLUMN25	COLUMN26