

**Office of Controller General of Accounts
Ministry of Finance,
Department of Expenditure
Mahalekha Niyantak Bhawan
E-Block, GPO Complex, INA,
New Delhi-110023**

No. R-1106/3/2020-GBA-CGA/ 958-1003

31st December 2020

OFFICE MEMORANDUM

Sub : Issuance of Pre-Loaded Rupay Cards for Government Servants as part of Special Festival Advance

Reference is invited to the Ministry of Finance, Department of Expenditure, OM no. F.No.12(2)/2020-EII(A) dated 12th October 2020 notifying that all Government employees will be given an interest free special festival advance of Rs. 10,000/- to meet expenses related to ensuing festivals. It was decided that the amount would be released through pre-loaded Rupay Cards issued by SBI.

2. The Standard Operating Procedure (SOP) for disbursement of pre-paid UTSAV Card has also been circulated by DoE vide its OM dated 13th October 2020 (copy enclosed). The timeline for utilizing the advance is till 31st March 2021. Vide said OM, it was desired to send the requisite details in standard indent format for UTSAV Card to be mailed to agm2debitcards.dtb@sbi.co.in with a copy to dgmdebitcards.dtb@sbi.co.in.

3. Chief General Manager, Govt. Banking Unit, SBI is coordinating with Ministries/Departments to take the Government's initiative forward so that maximum members of Central Government Employees take the benefit of the interest free advance.

4. A Nodal Officer has also been designated from SBI for this purpose as per detail given as under:-

Mr. Sujay Kumar Yadav, DGM (D&TB P&O), SBI, Corporate Centre,
Mittal Tower, Nariman Point, Mumbai-400021
Tel :- 022-22835514, E-Mail address : dgmdebitcards.dtb@sbi.co.in.

5. All the Pr. CCAs/CCAs/CAs (Independent Charge) of Ministries/Departments are, therefore, requested to bring the contents of OM dated 13th October 2020 to the notice of all its attached and subordinate Office for their information/necessary action and arrange for early submission of indents as per SOP, If not already done.


(Padamsing Patil)

Asst. Controller General of Accounts (GBA)

To

1. Pr. CCAs/CCAs/CAs with independent charge of all the Ministries /Departments of Government of India
2. Sh. Manish Tandon, CGM(GBU), Govt. Banking Unit, State Bank of India, Corporate Centre, New Delhi.

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

North Block, New Delhi.
 Dated: 13th October, 2020

Office Memorandum

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

The undersigned is directed to refer to this department's O.M of even number dated 12.10.2020 on the above mentioned subject and to say that the following SOP (Standard Operating Procedure) for disbursal of pre-paid UTSAV Card will be followed by all DDOs / HOs 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 with a copy to agmdebitcards.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

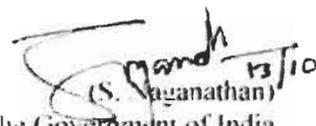
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Bankers Cheque - Govt. Cheque drawn in favour of the SBI Branch identified by them earlier.

- 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. Saganathan)
Deputy Secretary to the Government of India

To
All Ministries / Departments of Government of India