



सां/No. : 5-1(17)/2008-PD

दिनांक/Dated: 11.11.2020

प्रेषक / From : संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/ . Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, वित्त मंत्रालय, वित्तीय सेवाएं विभाग के दिनांक 14.10.2020 का कार्यालय ज्ञापन सं० 29/3/2020-BO.II Government of India, Ministry of Finance, Department of Financial Services, OM No. 29/3/2020-BO.II Dated 14.10.2020	Issuance of Pre-loaded Rupay Cards for Government Servants as part of Special Festival Package.
2.	भारत सरकार, वित्त मंत्रालय, व्यय विभाग के दिनांक 16.10.2020 का कार्यालय ज्ञापन सं० 12(2)/2020-E.II(A) (Pt.) Government of India, Ministry of Finance, Department of Expenditure, OM No. 12(2)/2020-E.II(A) (Pt.) Dated 16.10.2020	Issuance of Pre-loaded Rupay Cards for Government Servants as part of Special Festival Package.

भवदीय/Yours faithfully

(बी. के. सिंह / B. K. Singh)

उप सचिव (नीति प्रभाग)/DS (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/  
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

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:

- 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 [cgmipo.dtb@sbi.co.in](mailto:cgmipo.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

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 RUPay 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. 12(2)/2020-E.IIA(Pl.)  
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:-

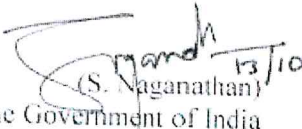
- i. On receipt of application for grant of Special Festival Package advances, each DDO will advise the number of UTSAV Cards required by them and SBI Branch details where the DDO account is maintained along with IFSC code. In case DDOs do not have an account in SBI they have to identify the nearest 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)  
Deputy Secretary to the Government of India

To  
All Ministries / Departments of Government of India

STATE BANK OF INDIA, DIGITAL & TRANSACTION BANKING DEPARTMENT (PRODUCTS & OPERATIONS), CORPORATE CENTRE, MUMBAI  
 INDENT FOR 'UTSAV CARD' (GIFT CARD)

NAME OF THE NODAL OFFICIAL		MOBILE No.		E-MAIL ID					
DDO DETAILS		CONTACT PERSON DETAILS		DDO ACCOUNT MAINTAINED AT		No. OF UTSAV CARDS REQUIRED			
DDO No.	DEPARTMENT	NAME	MOBILE No.	E-MAIL ID	BANK NAME		BRANCH CODE	BRANCH NAME	ACCOUNT No.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL									0

(Please insert rows as required)