

रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी-110010

Ulan Batar Road, Palam, Delhi Cantt- 110010

सं. प्रशा./XIV/19015/सरकारी आदेश/2020

दिनांक : 16.10.2020

No. AN/XIV/19015/Govt. Orders/2020

सेवा में,

सभी रक्षा लेखा प्रधान नियंत्रक/रक्षा लेखा नियंत्रक/प्र.ले.नि.(कै.)

All PCsDA/CsDA/PCA (Fys)

(वेब साइट के द्वारा/Through Website)

विषय : Grant of Advance - Special festival package to Govt. Servants.

उपरोक्त विषय पर भारत सरकार, वित्त मंत्रालय, व्यय विभाग के दिनांक 13 अक्टूबर, 2020 के कार्यालय ज्ञापन सं० 12(2)/2020-E.IIA(Pt.), जो वित्त मंत्रालय, व्यय विभाग की वेबसाइट पर उपलब्ध है, की प्रति सूचना, मार्गदर्शन एवं अनुपालन हेतु अग्रसारित की जाती है।

A copy of Government of India, Ministry of Finance (Department of Expenditure) Office Memorandum No. 12(2)/2020-E.IIA(Pt.) dated 13th October, 2020 on the above subject, which is available on the website of MoF (DoE), is forwarded herewith for your information, guidance and compliance please.

संलग्नक: यथोपरि

(डा. अमित गुप्ता)

रक्षा लेखा व. उप महानियंत्रक (प्रशा)

प्रतिलिपि :-

1. प्रशासन-4।
2. लेखा परीक्षा (समन्वय) अनुभाग (स्थानीय)।
3. आई.टी.एवं एस. विंग (स्थानीय) :- रक्षा लेखा महानियंत्रक की वेबसाइट पर अपलोड करने हेतु।
4. प्रशिक्षण एवं संगोष्ठी केंद्र, बरार स्क्वायर, दिल्ली छावनी।
5. पुस्तकालय अनुभाग (स्थानीय)।
6. मास्टर नोट बुक प्रशासन-14।
7. महासचिव, ए.आई.डी.ए.ए. (सी.बी.) पुणे {द्वारा रक्षा लेखा प्रधान नियंत्रक (अधिकारी) पुणे}।
8. महासचिव, ए.आई.डी.ए.ई.ए. (मु०) कोलकाता {द्वारा प्रधान नियंत्रक लेखा (फेक्ट्री) कोलकाता}।

(प्रदीप कुमार)

लेखा अधिकारी(प्रशा)

87

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 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 / HOs concerned:-

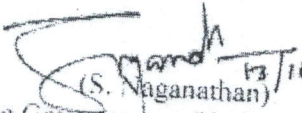
- i. On receipt of application for grant of Special Festival Package advances, each DDO will advise the number of UTSAV Cards required by them and SBI Branch details where the DDO account is maintained along with IFSC code. In case DDOs do not have an account in SBI they have to identify the nearest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

