

भारत सरकार / Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

अणुशक्ति भवन / Anushakti Bhavan,
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No.GF/89-SCS/7948.

Dated: - 20 - 10 - 2020

पुष्ठांकन / ENDORSEMENT

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

उपरोक्त विषय पर व्यय विभाग, वित्त मंत्रालय, नई दिल्ली से प्राप्त दिनांक 13/10/2020 के कार्यालय ज्ञापन संख्या 12(2)/2020-E.IIA(Pt.) की एक प्रति सूचना एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Office Memorandum No.12(2)/2020-E.IIA (Pt.) dated 13/10/2020 received from Department of Expenditure, M/o Finance, New Delhi on the above-mentioned subject is forwarded for information and necessary action.

संलग्न : यथोपरि / Encl.: 3 Pages.

(एस. एस. देवकर / S.S. Deokar)

अवर सचिव (एस. सी. एस) / Under Secretary (S.C.S)

पठवि के सभी संघटक इकाईयों / सार्वजनिक क्षेत्र के उपक्रमों / सहायता प्राप्त संस्थानों के प्रशासनिक प्रधान।
All Administrative Heads of Constituent Units/PSUs/Aided Institutions of DAE.

प्रतिलिपि / Copy also to:

1. पठवि के सभी अधिकारी एवं अनुभाग / All Officers & Sections in DAE Secretariat.-DARPAN
2. सचिव, स्टाफ साइड, पठवि विभागीय परिषद् / Secretary, Staff Side, DAE Departmental Council.
3. गार्ड फाइल संख्या / GF/89.
4. Head, CISD(DAE)- For uploading the same in DAE Website under SCS Corner. -Through PTS Portal.
5. E-File: 1/9/2020-SCS/E-File

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 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 /-

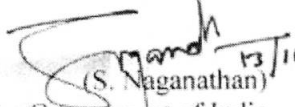
Bankers Cheque / Govt. Cheque drawn in favour of the SBI Branch identified by them earlier.

- 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

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

DFS OFFICE DETAILS

NAME OF THE NODAL OFFICIAL	MOBILE No.	E-MAIL ID
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SL.	DDO DETAILS			CONTACT PERSON DETAILS			DDO ACCOUNT MAINTAINED AT				No. OF UTSAV CARDS REQUIRED
	DDO No.	DEPARTMENT	CITY	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)