

भारतीय मानक ब्यूरो
वित्त विभाग

हमारा संदर्भ : वित्त/मुख्यालय/वित्त//1/2020-वित्त-बी आई एस

दिनांक : 27 अक्टूबर 2020

विषय विशेष त्योहार पैकेज के तहत सरकारी कर्मचारियों के लिए प्री-लोडेड रुपे कार्ड जारी करना :

परिपत्र संख्या बी.आई.एस/मुख्यालय/वित्त/14/2020 दिनांक 27 अक्टूबर 2020 सभी संबन्धित की जानकारी हेतु सलंगन है ।

हस्ता
(गुरप्रीत सिंह)
(वित्त) निदेशक

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/प्रशिक्षण संस्थान/केंद्रीय प्रयोगशाला/उत्तर क्षेत्रीय प्रयोगशाला के प्रमुख
- मुख्यालय के सभी विभागों के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एंवम कर्मचारी

प्रतिलिपि : जानकारी के लिए -

- ❖ निजी सचिव (महानिदेशक) - महानिदेशक की जानकारी के लिए
- ❖ अपर महानिदेशक / मुख्य सतर्कता अधिकारी / सभी उप महानिदेशक

सूचना और प्रौद्योगिकी विभाग भारतीय मानक ब्यूरो के इंटरनेट पर रखने के लिए -

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Our Ref: HQ/FIN/1/2020-FIN-BIS

27 October 2020

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

The Circular No. BIS/FIN/HQ/Circular(14)/2020 dated 27 October 2020 on the captioned subject is enclosed for information of all concerned.

sd/-
(Gurpreet Singh)
Director (Finance)

Circulated through Intranet to:

- Heads of ROs/BOs/ CL/NITS/NROL
- Heads of all Departments at HQ
- All Official of BIS

Copy for Information:

- PS to DG – For DG's Information
- ADG/CVO/ All DDGs

Copy to: ITSD for placing on BIS INTRANET

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT – HQ)

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

The Government of India, Ministry of Finance, Department of Expenditure had issued the following Office Memorandums on the above subject:

- i) No. 12(2)/2020-E.II.A(Pt) dated 12th October 2020
- ii) No. 12(2)/2020-E.II.A(Pt) dated 16th October 2020

2. The AD(A&F)/SOs of ROs/BOs/NITS/NROL/CL, who are looking after the accounts, are being nominated as Nodal Officer for the above subject. The Nodal Officer in case of HQ being Shri Vikram Gupta, Deputy Director (A&F). As per the aforesaid OMs, the procedure as laid down by the Ministry of Finance be followed viz contacting State Bank of India for issuing of Rupay Cards and sending the data in the prescribed format as given in OM dated 16.10.2020 to SBI etc.

3. The employees of ROS/BOs/NITS/NROL/CL, who wish to take Special Festival Advance, are required to fill the Form F13 and submit to their respective Accounts Sections there and employees at HQ are required to submit the said Form F13 to Salary Section (Finance Department). As per the discussions held with the officials of State Bank India, it has been derived that the normal processing time for issuance of pre-loaded Rupay card is approximately 10–11 working days. Therefore, all the employees who are willing to take Special Festival Advance, shall submit the Form F13 to the Nodal Officer well in advance.

4. After the issue of Rupay Card to the employees, the following shall be sent to Finance Department at HQ by email (fin@bis.gov.in/df@bis.gov.in) to enable recovery from the salary of the concerned employee :

- i) Copy of Rupay Card issued
- ii) Data of employees i.e. Employee Number, Name & Designation

5. The Inter Office Debit Advice for the amount paid, shall be sent by ROs/BOs/NITS/CL/NROL to Accounts Department at HQ.

This issue with approval of DDGF.

sd/-
(Gurpreet Singh)
Director (Finance)

Our Ref: HQ/FIN/1/2020-FIN-BIS

Date: 27 October 2020

Circulated through Intranet to:

- **Heads of ROs/BOs/CL/NITS/NROL**
- **Heads of all Departments at HQ**
- **All Official of BIS**

Copy for Information:

- **DG/ADG/CVO/ All DDGs**
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Copy to: ITSD for placing on BIS INTRANET

F.No.12(2)/2020-EII(A)
Ministry of Finance
Department of Expenditure
EII(A) Branch

North Block, New Delhi
12th October, 2020

Office Memorandum

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

The undersigned is directed to say that with a view to enable Government servants to meet expenses relating to festivals and to encourage spending thereby giving a boost to economic activities, in pursuance of decision taken by the Government, it has been decided that a special festival package of advance will be accorded to all Government servants for any important festivals upto 31st March, 2021.

2. A Head of Office may sanction this special package on the eve of any important festival to any Central Government Servant under his administrative control. The term "important festival" is clarified as such festivals or one of such festivals as Head of Department may declare in respect of establishments under his/her administrative control.

3. The amount of the package is Rs. 10,000/- to be paid as advance to Government servant. This amount is interest free. The amount would be released through pre-loaded Rupay Card from SBI. DDOs, on receipt of application from Government servants for this package may process and acquire the prepaid cards from SBI for issue among the applicants. A detailed SOP for DDOs for obtaining these cards would be separately issued.

4. The festival package may be granted to a Government servant if he/she is on Government duty or on leave excluding leave preparatory to retirement, on the date on which the advance is disbursed. The amount paid under this package is recoverable in not more than ten (10) instalments.

5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31st March, 2021.

6. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all its Attached and Subordinate offices for their information/necessary action.



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Hindi version of this Office Memorandum will follow.



(B.K. Manthan)
Deputy Secretary to the Govt. of India

To

- All the Ministries/ Departments of the Government of India.

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

North Block, New Delhi
Dated 16th 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 13th October 2020 wherein a guideline for Standard Operating Procedure (SOP) was issued for disbursal 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 14th 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

Jeevan Deep Building, New Delhi
Date: 14th 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:

- Ugent
yummy
15/10/20
DS(Admin)
15/10
SO(E.I.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.
 - 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.
 - 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.
 - 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.
 - 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 dgmdebitcards.dtb@sbi.co.in and 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: 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 / 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 change 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)**

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

भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS		त्यौहार अग्रिम के अनुदान का आवेदन APPLICATION FOR GRANT OF FESTIVAL ADVANCE		FI	13
नाम Name		पदनाम Designation		कर्म संख्या Emp. No.	
वर्तमान मूल वेतन Present Basic Pay		आवेदनकर्ता की स्थिति Status of applicant		स्थायी है या अस्थायी temporary or permanent	
त्यौहार जिसके लिए अग्रिम मंतव्य है Festival for which advance desired					
क्या आवेदनकर्ता ने चानु वर्ष में पहले कभी कोई त्यौहार अग्रिम लिया है? Whether applicant has drawn any festival advance earlier during the current calendar year ?					
क्या पिछले वर्ष ली गई त्यौहार अग्रिम की पूरी तरह कटौती हो चुकी है या नहीं ? यदि नहीं, तो विवरण दें। Whether festival advance drawn in previous year has been fully recovered or not. If not, give particulars.					
मैं प्रमाणित करता हूँ कि उपर दिए गए तथ्य मेरे ज्ञान व विश्वास से खरे हैं। I certify that the facts stated above are true to the best of my knowledge and belief.					
हस्ताक्षर Signature		विभाग/अनुभाग Dept./Section		दिनांक Date	
१. कार्यालय आदेश सं. DOM/DG(७२) दिनांक १४ सितम्बर १९६९ के तहत केवल उन्हीं आवेदनों को अनुदान हेतु लिया जाएगा जो लेखा विभाग में उस त्यौहार से १० दिन पहले प्राप्त हुआ हो। In terms of office order no. DOM/DG (72) dated 14 Sept 1969 only applications received in Accounts Department at least 10 days before the date on which festival falls will be considered for grant of advance.					
२. यदि अस्थायी है तो भा. मा. ब्यूरो के किसी स्थायी कर्मी से जामिन बाँड दें। If temporary, a surety bond from a permanent BIS employee be furnished					
जामिन बाँड/SURETY BOND यदि आवेदनकर्ता अस्थायी हो तो किसी स्थायी कर्मी को भरना चाहिए To be completed by a permanent employee, in case the applicant is temporary.					
मैं, -----, भा. मा. ब्यूरो, नई दिल्ली को प्राधिकृत करता/करती हूँ, मेरे वेतन से त्यौहार अग्रिम की रू. ----- राशी की कटौती करने के लिए जो श्री/श्रीमति ----- को अनुदान दिया गया है यदि अग्रिम या उसका कोई भाग उनके वेतन से काटना सशेष रह गया हो। I, _____ authorise Bureau of Indian Standards, New Delhi to recover from my pay the amount of Festival Advance of Rs. _____ granted to Shri/Smt. _____ in case the advance or any part thereof remains unrecovered from his/her salary.					
हस्ताक्षर Signature		नाम Name		दिनांक Date	
पदनाम Designation		विभाग/अनुभाग Dept./Section		कर्म संख्या Emp. No.	