



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Ref No. 23(9)/Estt/2013/105

Date: 14.01.2021

CIRCULAR

20

In terms of Office Memorandum No. 12(2)/2020-EII (A) dated 12.10.2020 issued by the Department of Expenditure, Ministry of Finance, Govt. of India in connection with Grant of Advance-Special Festival Package to Central Government servants for any important festivals upto 31.03.2021, the undersigned is directed to inform all concerned officers and staff members of the Tea Board that the interest-free-advance amounting to Rs. 10,000/- will be paid in advance to the concerned Govt. servant through pre-loaded Rupay Card from SBI. The said special festival package will be granted to the concerned officials of the Board who are on the Board's duty or on leave excluding leave preparatory to retirement and the amount will be recovered in not more than 10 (ten) instalments. However, this special festival package will be in force till 31st March, 2021.

Accordingly, all concerned eligible officials of Tea Board are hereby requested to exercise their option within 29th January, 2021, if they are willing to avail the benefit of the said Special Festival Package followed by the aforesaid guidelines indicating the name of the festival addressed to Accounts Officer, Tea Board, Kolkata through their respective Board's officer-in-charge.

Dr. Rishikesh Rai
(Dr. Rishikesh Rai)
Secretary (I/C)

Distribution:

1.	Executive Director, Tea Board, Guwahati	With the request to please bring the contents of this circular amongst all eligible officials working under their control. It is also requested to arrange the Rupay Card in respect of the concerned eligible willing officials from nearest branch of SBI followed by their places of posting by their respective Zonal/Regional/Sub-Regional Offices and pre-load the amount of Rs. 10,000/- to the said Rupay Card from the level of their offices. However, the intimation of total demand of the respective office may please be intimated to H.O, Kolkata for disbursing the said advance to the respective Bank Accounts of Zonal/Regional Offices. In this regard, the instructions as detailed in the O.M. No. 12(2)/2020-E.IIA(Pt.) dated 13.10.2020 and No. 29/3/2020-BO.II dated 14.10.2020 issued by MoF, Govt. of India as enclosed may kindly be followed.
2.	Executive Director, Tea Board, Coonoor	
3.	DDTD (Siliguri, Jalpaiguri, Palampur)	
4.	Special Officer (NWI), New Delhi	
5.	All HoDs in Board's Head Office, Kolkata (excepting Dy. Chairman)	With the request to please bring the contents of this circular amongst all eligible officials working under them.
6.	Secretary to Dy. Chairman,	
7.	IT Cell	With the request to upload the Board's website.
8.	TB.OA/TBEA/TBWA	
9.	Establishment Branch	With spare copies.

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)

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.



Contd...2/-

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.