

भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA
मुख्य पोस्टमास्टर जनरल का कार्यालय
OFFICE OF THE CHIEF POSTMASTER GENERAL,
पश्चिमबंगाल सर्किल / WEST BENGAL CIRCLE, कोलकाता / KOLKATA - 700012.

U/E

To,

1. The Postmaster General, Kolkata Region, Kolkata -700012/South Bengal Region, Kolkata -700012/M & BD, Kolkata -700012/North Bengal Region, Siliguri-734001.
2. A&N Islands, Port Blair-744101.
3. The General Manager (PAF), Yogayog Bhawan, Kolkata- 700012.
4. The Director, Kolkata GPO, Kolkata - 700001.
5. The SSPOs, North Kolkata Divn, Kolkata-700037/SSPOs, East Kolkata Divn, Kolkata-700014/SSPOs South Kolkata Divn, Kolkata-700029/SSPOs, Central Kolkata Divn, Kolkata-700007/SSPOs, North Presidency Divn, Kolkata 700120/SSPOs, Asansol Divn, Asansol-713301/SSPOs Bankura Divn, Bankura-722101/SSPOs Burdwan Divn, Burdwan-713101/SSPOs Howrah Divn, Howrah -711101/SSPOs Midnapore Divn, Midnapore-721101/SSPOs South Hooghly Divn, Shreerampore-712201.
6. The SPOs South Presidency Divn. Baruipore -700144/SPOs, Nadia North Divn. Krishnagar -741101/SPOs Nadia South Divn. Kalyani-741235/SPOs Barasat Division, Kolkata -700124/SPOs, Murshidabad Divn, Berhampore (WB)-742101/SPOs Birbhum Divn. Suri -731101/SPOs, North Hoogly Divn. Chinsurah-712101/SPOs Purulia Divn. Puruila -723101/SPOs, Contai Divn, Contai-721401/SPOs Tamluk Divn. Tamluk-721401/SPOs Darjeeling Divn. Darjeeling -734101/ SPOs Jalpaiguri Divn, Jalpaiguri-735101/SPOs Cooch Behar Divn, Coochbehar -736101/SPOs Dinajpur Divn, Balurghat -733101/SPOs Malda Divn, Malda-732101.
7. The Supdt. Postal Store Depot, Kolkata -700001/Siliguri -734001/Foreign Post, Kolkata -700001.
8. The SSRMs Kolkata RMS Divn, Kolkata -700001/SSRMs, AP Stg Divn Kolkata -700004/SSRMs 'WB' Divn. Howrah -711101.
9. The SRMs, RMS 'SB' Divn, Howrah-700001/RMS SG Divn, Siliguri -734001/RMS 'H' Divn, Kolkata -700004.
10. The Sr. Manager, MMS, Kolkata -700015.
11. The Manager, RLO, Kolkata - 700001.
12. The ADPS (TO), Circle Office, Kolkata -12 for uploading the copy in Circle website.
13. The DSP, A& N Islands , Portblair-744101/ The DSP , Sikkim , Gangtok-737101

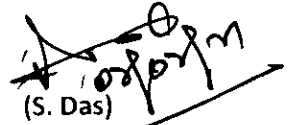
No. Est/B/Z-03/GDS Recommendation /2018

Dated at Kolkata-12 the 02.02.2021.

Subject: Extension of grant of advance – Special Festival Package to all approved category of Gramin Dak Sevak

Kindly find enclosed herewith the Directorate letter No. 17-16/2020-GDS dated 21.01.2021 for information, guidance and necessary action.

Encl: As stated above.


(S. Das)

Asstt. Postmaster General (Staff, Estt & PN)
O/o the Chief Postmaster General
West Bengal Circle, Kolkata-12.

01/12/21
AD(A)/A+PA
AP(E)/EPA

AB

No. 17-16/2020-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

278
29 JAN 2021

Dak Bhawan, Sansad Marg
New Delhi-110001
Date-21.01.2021

Office Memorandum

Subject : Extension of Grant of Advance- Special Festival Package to all approved category of Gramin Dak Sevaks.

The undersigned is directed to say that with a view to enable Gramin Dak Sevak to meet expenses relating to festivals and to encourage spending thereby giving a boost to economic activities, in pursuance of decision taken by the Department in consultation with AS & FA and Department of Expenditure, Ministry of Finance, it has been decided that a special festival package advance will be accorded to all approved category of Gramin Dak Sevaks for any important festivals upto 31st March, 2021:-

(i) Advance of Special Festival Package may be granted to a Gramin Dak Sevak if she/he fulfils the following conditions:-

- (a) GDS should be is on duty and engaged regularly.
- (b) The amount of package should not be granted to those GDSs who are going to discharge from engagement within 10 months from the date of sanction of advance.
- (c) Provisionally engaged GDSs and substitute engaged against leave vacancy of GDS will not be entitled for this package.
- (d) GDS who are under Put Off duty/disciplinary proceeding/cases are pending will not be entitled for this package.

(ii) Head of office may sanction this festival package on the eve of any important festival to GDS under his administration control. The term "important festival" is clarified as such festivals or one of such festivals as Head of Department may declare in respect of establishment under his/her administration control.

(iii) The amount of package is Rs.5000/- to be paid as advance to Gramin Dak Sevak. This amount is interest free. The amount would be released through pre-loaded Rupay Card from SBI. DDOs, on receipt


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of application from GDS for this package may process and acquire the prepaid cards from SBI for issue among the applicants. A detailed SOP issued by Ministry of Finance, Department of Expenditure vide their OM No. 12(2)/2020-E.IIA (Pt.) dated 13th October, 2020 is enclosed for obtaining these pre-loaded Rupay cards with an amount of Rs.5000/-. The amount paid under this package is recoverable in not more than ten (10) equally instalment.

(iv) GDSs are outside of the Civil service of the Union and shall not claim to be at par with Central Government employees on grant/sanction of this Special Festival package.

(v) These order 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.

2. This issues has the concurrence of IFW vide their diary No.86 dated 20.01.2021.



(Dr. Vincent Barla)
Director (GDS/PCC)

To

All Chief Postmasters General/Post Masters General

Copy forwarded to:-

1. PS to Minister of Communications/ Minister of State for Communications
2. Sr.PPS to Secretary (Posts)/Sr.PPS to Director General Postal Services
3. PPS/PS to Additional DG (Co-ordination) /Member(Banking)/ Member(O)/ Member (P) / Member(Planning & HRD)/Member PLI) / Member (Tech)
4. Chief General Manager BD Directorate/Parcel Directorate/PLI Directorate
5. Director RAKNPA Ghaziabad
6. Addl.Director General, APS Bhawan, New Delhi
7. Sr.Deputy Director General (Vigilance) & CVO/Sr.Deputy Director General(PAF)
8. Director General P&T (Audit), Civil Lines, New Delhi
9. Director General NICF, Ghitorni, New Delhi
10. All the Deputy Directors General
11. All General Managers (Finance) / Directors Postal Accounts / DDAP
12. Director Postal Training Centres
13. All Sections of Postal Directorate
14. All recognized Federations /Unions /Associations
15. GM, Operation CEPT, Mysuru for uploading the order on the India Post web site
16. Hindi Section, Dak Bhawan New Delhi:- for translation of OM.
17. Guard File
18. Spare copies.


(Dr. Vincent Barla)
Director (GDS/PCC)

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 disbursal of pre-paid UTSAV Card will be followed by all DDOs / HOOs concerned:-

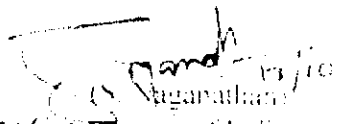
- i. On receipt of application for grant of Special Festival Package advances, each DDO will advise the number of UTSAV Cards required by them and SBI Branch details where the DDO account is maintained along with IFSC code. In case DDOs do not have an account in SBI they have to identify the nearest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


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

(Please use only 10 rows, as required)

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:

- 28/10/20
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