

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

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

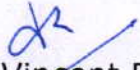
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of application from GDS for this package may process and acquire the prepaid cards from SBI for issue among the applicants. A detailed SOP issued by Ministry of Finance, Department of Expenditure vide their OM No. 12(2)/2020-E.IIA (Pt.) dated 13th 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:-

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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)
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5. Director RAKNPA Ghaziabad
6. Addl.Director General, APS Bhawan, New Delhi
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(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 disbursement of pre-paid UTSAV Card will be followed by all DDOs / HOOs concerned:-

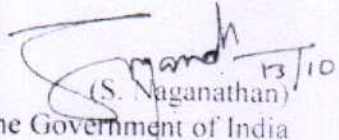
- i. On receipt of application for grant of Special Festival Package advances, each DDO will advise the number of UTSAV Cards required by them and SBI Branch details where the DDO account is maintained along with IFSC code. In case DDOs do not have an account in SBI they have to identify the nearest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

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

(Please insert rows, as required)