

केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)
के रे बो काम्प्लेक्स, बी टी एम लेआउट,
मडिवाला, बेंगलूरु - 560 068



CENTRAL SILK BOARD

(Ministry of Textiles - Govt. Of India)
CSB Complex, BTM Layout
Madivala, Bengaluru - 560 068

No. CSB-1[4]/2020-21/FA/Bills

Date : 18.11.2020

CIRCULAR

Sub: - Grant of Advance – Special Festival Package to
Govt. Servants - regarding.

-0-0-0-0-0-

Please find enclosed herewith a copy of the Office Memorandum No.F.NO.12[2]/2020-EII[A] Dated 12th October 2020 & 13th October 2020, as issued by Government of India, Ministry of Finance, Department of Expenditure, New Delhi in regard to Grant of Advance – Special festival package to Govt. Servants which is self explanatory for taking necessary action at your end as per the terms & conditions therein.

Further, it is requested that a monthly status of special package on Festival / LTC advance availed or otherwise may be furnished by 25th of each month as per the format [copy enclosed] to enable Central Office to inform the Ministry.

Encl : As Above.

[M. MAHADEVA]
ASSISTANT DIRECTOR [A&A]

To

All the delegated units of CSB
Notice Board,

Copy to Deputy Director [Computer], Computer Section, CSB, Bangalore
with a request to circulate through CSB Website.



वेबसाइट Website : <https://csb.gov.in>

फोन Phone : 080-26282300/03/04

फैक्स Fax : 080-26781458





केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD

(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

केरेबो कॉम्प्लेक्स, बी टी एम लेआउट, मडिवाला, बेंगलूरु

CSB Complex, BTM Layout, Madiwala, Bangalore - 560068

सं. केरेबो-1(4)/2020-21/बिअ

दिनांक:18.11.2020

परिपत्र

विषय : अग्रिम की मंजूरी - सरकारी कर्मचारियों के लिए विशेष त्योहार पैकेज के संबंध में ।

कृपया अग्रिम की मंजूरी - सरकारी कर्मचारियों के लिए विशेष त्योहार पैकेज से संबंधित भारत सरकार, वित्त मंत्रालय, व्यय विभाग, नई दिल्ली द्वारा जारी कार्यालय जापन सं. एफ सं.12[2]/2020-ई॥(ए) 12 अक्टूबर 2020 व 13 अक्टूबर 2020 की प्रति उसमें निहित शर्तों व निबंधन के अनुसार आपकी ओर से आवश्यक कार्रवाई हेतु इसके साथ संलग्न पाएं, जो स्वतः स्पष्ट है ।

आगे, अनुरोध है कि लिए गए त्योहार/ छुट्टी यात्रा रियायत अग्रिम पर विशेष पैकेज या अन्यथा की मासिक स्थिति प्रत्येक महीने में 25 तारीख तक प्रपत्र के अनुसार (प्रति संलग्न) केन्द्रीय कार्यालय को भेजें ताकि मंत्रालय को सूचित किया जा सके ।



(एम महादेव)

सहायक निदेशक (प्रवले)

सेवा में,
केरेबो के सभी प्रत्यायोजित इकाईयां
सूचना पट्ट

प्रतिलिपि उप निदेशक (कंप्यूटर), कंप्यूटर अनुभाग, केरेबो बेंगलूरु को इस अनुरोध के साथ कि केरेबो वेबसाइट के माध्यम से परिचालित किया जाए ।

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

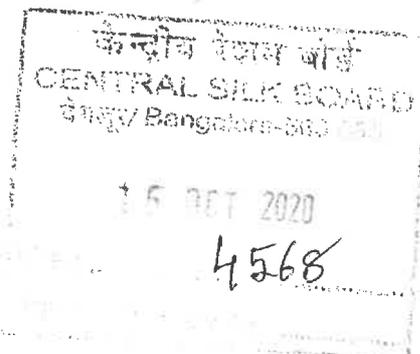
Sub: Grant of Advance – Special festival package to Govt. Servants.

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 /-

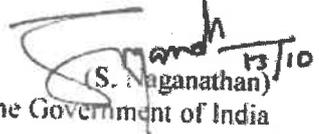
M/
1110



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

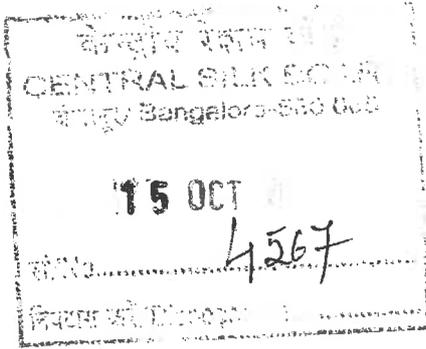
- ix. Branch will issue / activate the above cards (as per the indent provide by the DDO) in Bank's system against acknowledgment from the DDOs after realization of payment.
 - x. The DDO will take necessary precautions in safe handling of cards and distribution to identified persons.
 - xi. A nominal 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)
Deputy Secretary to the Government of India

To

All Ministries / Departments of Government of India



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.

B. M. Math

Contd...2/-

W
14/10

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.

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

NAME OF THE MOBIL OFFICIAL

MOBILE No.

E-MAIL ID

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

(Please insert rows as required)

Total No. of employees	No. of employees opting for LTC cash Voucher scheme till date	No. of employees opting for Festival advance till date	No. of Utsav cards issued till date by Bank in respect of Festival advance scheme

