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(ISO 9001 : 2015 certified Institute)

F.No.5-108/2020-2021-Bill Section

Date :22.10.2020

CIRCULAR

The proposal towards grant of **Special Festival Package of Rs.10,000/-** to Government Servants {in accordance with the instructions contained in the Office Memorandum F.No.12(2)/2020-E.II(Pt.) dated 13.10.2020 issued by the Ministry of Finance, Government of India, New Delhi, endorsed by ICAR vide endorsement F.No.FIN/22/1/2016-CDN(A&A) dated 16.10.2020} is under consideration.

The amount of **Rs.10,000/-** will be paid as advance and is interest free. The amount will be released through pre-loaded ***Rupay*** Card issued by the State Bank of India. The amount paid under this package is recoverable in not more than ten instalments.

Further details in regard to the terms and conditions for grant of Special Package are available in the notification appended herewith.

Officials interested to apply for Special Festival Package during **"Diwali 2020"** may furnish their application through **ARISoft** on or before **31.10.2020.**

Applications received after the prescribed would not be considered.

Drawing & Disbursing Officer

Distribution to:

1. All staff of ICAR-IISR,Kozhikode

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F.No. FIN/22/1/2016-CDN (A&A) Dated the 16th October, 2020

ENDORSEMENT

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

Ministry of Finance, Deptt. of Expenditure, Public Procurement Division has issued an O.M. No.12(2)/2020-E.IIA(Pt.) dated 13.10.2020 regarding Grant of Advance - Special Festival Package to Government Servants.- reg.

As approved by the Competent Authority, the O.M. No.12(2)/2020-E.IIA(Pt.) dated 13.10.2020 of Ministry of Finance, Deptt. of Expenditure has been posted on the ICAR Web-Site www.icar.org.in for information, guidance and compliance.

16/10/20

(Avesh Yadav)
Deputy Director Finance

Distribution:

1. Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/Bureaux
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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 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.

13/10

(S. Naganathan)
Deputy Secretary to the Government of India

Encl: As above

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	
		MOBILE No.	
		E-MAIL ID	

	DDO DETAILS			CONTACT PERSON DETAILS			DDO ACCOUNT MAINTAINED AT				
SL.	DDO No.	DEPARTMENT	CITY	NAME	MOBILE No.	E-MAIL ID	BANK NAME	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)