



केंद्रीय विद्यालय संगठन/Kendriya Vidyalaya Sangathan  
18, संस्थानिक क्षेत्र/18, Institutional Area  
शहीद जीत सिंह मार्ग /Shaheed Jeet Singh Marg  
नई दिल्ली-16/New Delhi - 16  
011-26858570

फ.स.110239/51/2019/बजट/केवीएस(मुख्या.)

दिनांक: 06.11.2020

भारत सरकार, वित्त मंत्रालय द्वारा जारी निम्नवर्णित कार्यालय ज्ञापन को सूचना एवं आवश्यक कार्रवाही हेतु जारी किए जा रहे हैं ।

भारत सरकार, वित्त मंत्रालय का F. No. 12(2)/2020-EII(A) dated 12-10-2020 and SOP F. No. 12(2)/2020-EIIA(Pt.) dated 13-10-2020, जो की सरकारी कर्मियों के लिए विशेष त्योहार पैकेज देने से संबन्धित है / Regarding Grant of Special Festival Package to Government Servants.

(ए-के श्रीवास्तव)

सहायक आयुक्त (वित्त )

वितरण :

- 1.उपायुक्त, के. वि. सं., सभी क्षेत्रीय कार्यालय।
- 2.वित्त अधिकारी, के. वि. सं. , सभी क्षेत्रीय कार्यालय।
- 3.सभी अधिकारी / अनुभाग , के. वि. सं. (मु.)।
- 4.प्राचार्य, के. वि. काठमांडू , मास्को एवं तेहरान ।
- 5.महासचिव, सभी मान्य संघ ।
- 6.निदेशक, जीट ग्वालियर , मुंबई , मैसूर , चंडीगढ़ एवं भूबनेश्वर।
- 7.उपायुक्त, ई डी पी , के वी एस (मु.) को के वी एस (मु.) की वेबसाइट के शीर्ष "सूचना पट (Announcements) " के अंतर्गत अपलोड करने हेतु प्रेषित ।
8. आर टी आई , के वी एस (मु.)।
9. गार्ड फाइल

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F.No.12(2)/2020-EII(A)  
Ministry of Finance  
Department of Expenditure  
EII(A) Branch

North Block, New Delhi  
12<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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/-

*R. M. Singh*

*20/10/20*

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Hindi version of this Office Memorandum will follow.

B. K. Manthan

(B.K. Manthan)  
Deputy Secretary to the Govt. of India

To

- All the Ministries/ Departments of the Government of India.

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

**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@aisbi.co.in](mailto:agm2debitcards.dtb@aisbi.co.in) with a copy to [dgmdebitcards.dtba@sbi.co.in](mailto:dgmdebitcards.dtba@sbi.co.in). This information needs to be sent as early as possible.
- iv. 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 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 bore by the Ministry / Department.

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.

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.

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