

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



**ADMINISTRATION – SECTION / प्रशासन अनुभाग**  
सं./No. MANUU/Admn /F.110/2020-21/ 1053 दिनांक 11.12.2020

**C I R C U L A R / परिपत्र**

**Sub/ विषय: MANUU– Administration –Sanction of Special/festival advance to  
MANUU employees – Circular –Reg.**

**Ref./ संदर्भ: Vice- Chancellor's I/c approval dated: 11.12.2020.**

\*\*\*

The Comptent Authority has accorded approval for sanction of Special advance to the employees of MANUU on the occasion of important festivals upto 31<sup>st</sup> March 2021.

All employees are eligible to draw the special advance to the maximum of Rs. 10,000/- shall submit the application form in the required format duly forwarded by the Head of the Department. The advance shall be recovered in (10) monthly instalments @ Rs.1,000/- per month from the Regular Staff members starting from the salary bill following the month in which the advance is drawn.

The amount of festival advance shall be released through preloaded Rupay Card from SBI. The standard operating Procedure for disbursal of prepaid UTSAV Card are annexed with this order.

  
11.12.2020  
Registrar I/c  
प्रभारी कुलसचिव

To  
The Finance &Account Section, MANUU

**प्रतिलिपि: Copy to:**

- 1) VC's/PVCs/Registrar's Office
- 2) Concerned file
- 3) Director, CIT for uploading on University Website



**ADMINISTRATION – SECTION / प्रशासन अनुभाग**  
**APPLICATION FOR GRANT OF FESTIVAL ADVANCE**

1. Name in full (in block letters) : \_\_\_\_\_
2. Designation/Department : \_\_\_\_\_
3. Emp. ID No. : \_\_\_\_\_
4. Telephone No. : \_\_\_\_\_
5. E-Mail Address : \_\_\_\_\_
6. Present Pay (Basic only) : \_\_\_\_\_
7. Amount of advance required : \_\_\_\_\_
8. Number of installments in which you would like to repay it. (Not exceeding 10 months) : \_\_\_\_\_
9. Festival for which advance is required and the date on which the festival falls. : \_\_\_\_\_
10. Whether Permanent : \_\_\_\_\_
11. Did you take a similar advance, earlier if so state the month and year in which it was taken and fully repaid : \_\_\_\_\_  
\_\_\_\_\_
12. Details of Salary Bank Account: Bank A/c Number \_\_\_\_\_  
Name of the Branch \_\_\_\_\_  
IFSC Code \_\_\_\_\_

I certify that the facts stated above are true and correct to the best of my knowledge and belief.

**Forwarded**

-----  
**Head of the Department**

(Signature of applicant)

**Dated :** \_\_\_\_\_



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.

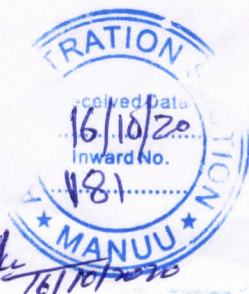
5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31<sup>st</sup> March, 2021.

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.

*Sd/- 13/10/2020*

*JR (Admin)*

*S.O  
for n.a. file*



Contd...2/-

Registrar's Office	
O.W.No.:	938
O.W.Date:	13/10/20

Hindi version of this Office Memorandum will follow.

North Block, New Delhi  
12<sup>th</sup> October, 2020

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

To

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

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 festival upto the limit of Rs. 10,000/-.

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 defined as such festivals or one or more festivals as Head of Government may declare in respect of establishments under his 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 the Xerox money Card from BEI, DDO, on receipt of application from Government servants for this package may process and return the prepaid card from BEI for issue among the applicants. A detailed SOP for DDOs for disbursing 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...21



Handwritten notes and signatures at the bottom right.





No. 12(2)/2020-E.II(A) (Pt)

Government of India

Ministry of Finance

Department of Expenditure

North Block, New Delhi

Dated 16<sup>th</sup> October, 2020

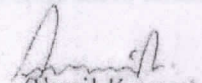
**OFFICE MEMORANDUM**

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 13<sup>th</sup> 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 14<sup>th</sup> 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. 12(2)/2020-E.IIA(Pt.)  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi.  
Dated: 13<sup>th</sup> 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](mailto:agm2debitcards.dtb@sbi.co.in) with a copy to [dgmdebitcards.dtb@sbi.co.in](mailto: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

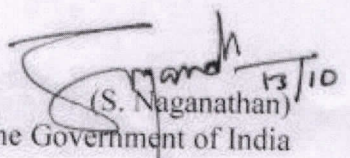
Contd /-



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

  
(S. Naganathan) 13/10  
Deputy Secretary to the Government of India

To

All Ministries / Departments of Government of India



F.No. 29/3/2020-BO.II  
Government of India  
Ministry of Finance  
Department of Financial Services  
\*\*\*

Jeevan Deep Building, New Delhi  
Date: 14<sup>th</sup> 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:

- 15/10/20  
D.S (Admin)  
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 [cgmpo\\_dtb@sbi.co.in](mailto:cgmpo_dtb@sbi.co.in) [dgmdebitcards.dtb@sbi.co.in](mailto:dgmdebitcards.dtb@sbi.co.in) and [agm2debitcards.dtb@sbi.co.in](mailto: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



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	NAME	CONTACT PERSON DETAILS 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											
<b>TOTAL</b>										<b>0</b>	

(Please insert rows, as required)