



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403

F. No. Pr.CCIT/Circulation/2020-21

Date: 12.11.2020

CIRCULAR

- Sub:** Issuance of Pre-loaded Rupay Cards for Government Servants as part of Special Festival Package- reg.
Ref: Letter from Addl.DGIT-1, HRD, CBDT in F.No.HRD/AD/Rupay Card/2020-21/4445 dated 09.11.2020

I am directed to forward herewith a copy of the letter received from the Addl. DGIT-1(HRD), O/o DIT(HRD), CBDT, New Delhi in F.No.HRD/AD/Rupay Card/2020-21/4445 dated 09.11.2020 for necessary information.

B. Srinivasa Rao
12/11/2020

(B. SRINIVASA RAO)
Deputy Commissioner of Income Tax,
(HQrs)(Admin),
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To
All DDOs of
Andhra Pradesh and Telangana Region.

0128

Subject: Fwd: Issuance of Pre-loaded Rupay Cards for Govt. Servants as part of Special Festival Package -reg.

Date: 11/09/20 03:45 PM

From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tps@income



Circulate

Issuance of pre-loaded Rupay Cards for govt. serva... (5.2MB)

----- Original Message -----

From: dgithrd <dgithrd@incometax.gov.in>

Date: Nov 9, 2020 3:36:03 PM

Subject: Issuance of Pre-loaded Rupay Cards for Govt. Servants as part of Special Festival Package -reg.

To: bhubaneshwar.ccit@incometax.gov.in, pune.pccit@incometax.gov.in, kanpur.pccit@incometax.gov.in, patna.pccit@incometax.gov.in, bangalore.pccit@incometax.gov.in, Chandigarh.pccit@incometax.gov.in, jaipur.pccit@incometax.gov.in, mumbai.pccit@incometax.gov.in, chennai.pccit@incometax.gov.in, delhi.pccit@incometax.gov.in, ccit.guwahati@incometax.gov.in, kochi.pccit@incometax.gov.in, nagpur.pccit@incometax.gov.in, hyderabad.pccit@incometax.gov.in, ahmedabad.pccit@incometax.gov.in, bhopal.pccit@incometax.gov.in, ccit.kolkata@incometax.gov.in, lucknow.pccit@incometax.gov.in, prdgitadm@gmail.com, dgit.systems@incometax.gov.in, dgithrd@incometax.gov.in, delhi.pccit.neac@incometax.gov.in, dgit.lr@incometax.gov.in, pdgit.vig@incometax.gov.in, dgit.icinv@incometax.gov.in, ccit.exemption@incometax.gov.in, prdg@nadt.gov.in, Delhi.dgit.ra@incometax.gov.in, dgit.inv.delhi@incometax.gov.in, Prabhash Shankar <prabhash.shankar@gov.in>, rakesh gupta <rakesh.gupta@incometax.gov.in>, cgmpo.dtb@sbi.co.in
Cc: meeta singh <meeta.singh@incometax.gov.in>

Respected Sir/Madam,

As directed, kindly find the attachment as per captioned subject.

yours faithfully,

Regards
PS to Pr.DGIT(HRD),
New Delhi



*DCIT (Admin)
for circulation
Asubsh, 277
10/11*



Government of India
Directorate of Income Tax
(Human Resource Development)
Central Board of Direct Taxes

Jawaharlal Nehru Stadium 2nd Floor, New Delhi - 110003.

F.No. HRD/AD/Rupay Card/2020-21/4445

Date: 09.11.2020

To

All Pr. CCsIT (CCAs), Pr. DGsIT, CCsIT & DGsIT

Sir/Madam,

Sub: Issuance of Pre-loaded Rupay Cards for Government Servants as part of Special Festival Package -reg.

Kindly find enclosed an OM No. 12(2)/2020-E.II(A)(Pt.) from the Ministry of Finance, Department of Expenditure dated 16.10.2020 on the above mentioned subject along with Department of Expenditure OM No. 12(2)/2020-E.II(A)(Pt.) dated 13.10.2020 with detailed guidelines for Standard Operating Procedure (SOP) for disbursal of pre-paid UTSAV card by the DDOs/HOOs concerned. Each DDO may be directed to follow this SOP as detailed in the OM enclosed.

In this regard, it is further informed that as per the Department of Financial Services vide their OM No. 29/3/2020-B.O.II dated 14.10.2020 (copy enclosed) the guidelines issued maybe strictly followed by all the DDOs in your respective charge. As per the OM dated 14.10.2020 all DDOs may be instructed as follows-

1. The DDOs may be instructed that the **Data in the format (enclosed) required by SBI** may be sent immediately on the given e-mail ID.
2. Since the Cards and PINs have to be made available at the concerned branches therefore, the DDOs may be directed to **send all details included Names, e-mails addresses, Mobile Numbers and the respective SBI branches where they are maintaining accounts/ nearest SBI branch** as required so that the SBI is enabled to map the link branches and arrange for delivery logistics.
3. The DDOs may also may instructed that **Names and Mobile numbers** of the respective staff to whom the festival staff has been/is being sanctioned are provided, as in absence of this e-commerce would be difficult as the **OTP would be sent on the mobile number of the card user.**

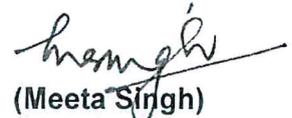
For this purpose, Ms. Meeta Singh, ADG-1, HRD has been appointed as the Nodal Officer for the Income Tax Department along with Sh. Aashish Chaurasia, DDIT (Admn.), HRD (Phone- 011-24360582 and 011-43559472). All communications in this regard may be sent to **ddit.hrd.rupaycard@gmail.com**. The above officers will coordinate with the Nodal Officer from SBI and the Department of Income Tax on the above matter.

All above mentioned OMs along with Format in which the information is required are enclosed for reference and in case of any assistance the Nodal Officers appointed may be contacted at e-mail **ddit.hrd.rupaycard@gmail.com** copy to **adg1.hrd.rupaycard@gmail.com**.

It is further requested that the information as sought in the format enclosed may be sent to this office latest by **forenoon of Friday i.e. 13.11.2020** positively so that the information could be forwarded to SBI.

This issues with the prior approval of Competent Authority.

Yours faithfully,



(Meeta Singh)

**Addl. Director General of Income Tax-1,
HRD, CBDT**

Copy to:

1. PS to Member (Admn), CBDT.
2. CIT (C&S), CBDT.
3. Nodal Officer, SBI Ms. Vidhya Krishnan, CGM (D&TB P&O), SBI, Mumbai.
4. Deputy Director (B.O.-II), Department of Financial Services, New Delhi.

**Addl. Director General of Income Tax-1,
HRD, CBDT**

No. 12(2)/2020-E.II(A) (Pt)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 16th October, 2020

OFFICE MEMORANDUM

Subject: Issuance of Pre-loaded Rvpay 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 13th 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 14th 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. 29/3/2020-BO.II
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep Building, New Delhi
Date: 14th 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. G. (Admin)
15/10
SO (E.II &)
- 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 cgmipo.dtb@sbi.co.in dgmdebitcards.dtb@sbi.co.in and 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
IDENTIFICATION CARD FOR UTSAV CARDS (GIFT CARDS)

NAME OF THE NODAL OFFICIAL

DES OFFICE DETAILS
 MOBILE No.

E-MAIL ID

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

(Please insert foto, as required)

(Faint handwritten text)

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:-

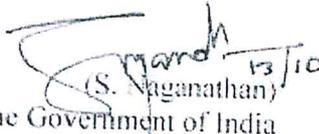
- i. On receipt of application for grant of Special Festival Package advances, each DDO will advise the number of UTSAV Cards required by them and SBI Branch details where the DDO account is maintained along with IFSC code. In case DDOs do not have an account in SBI they have to identify the nearest 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 demdebitcards.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. Nagarathan) 13/10
Deputy Secretary to the Government of India

To

All Ministries / Departments of Government of India