

Office of the Principal Controller of Defence Accounts

No.107, Lower Agram Road, Agram Post, Bangalore – 560 007
Ph: 080-2554511, 080-25549746

Fax No: 080-25543810

Sub : SPECIAL FESTIVAL PACKAGE TO GOVT SERVANTS : DUE DATE FOR SUBMISSION OF APPLICATION & DETAILS FOR CHRISTMAS & PONGAL.

Kind attention is invited towards this office important circular of even No. dated 02.11.2020 & 09.11.2020. The cut-off date for submission of application for grant of Special Festival Advance (Utsav Card) for Christmas and Pongal is as follows:

| NAME OF FESTIVAL | CUT OFF DATE |
|------------------|--------------|
| CHRISTMAS | 07.12.2020 |
| PONGAL | 31.12.2020 |

Note- The cut off date of other festivals will be intimated in due course after receipt of holidays list for the year 2021.

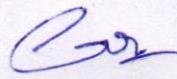
The format of application and desired details are being again enclosed herewith. It is requested that details of applicants in Excel format (soft copy also) must be filled as per instructions mentioned against each column only in desired Font (ALPHA). Further, the format for date of birth (dd/mm/yyyy) and mobile number (prefix with 91) must be in the prescribed format.

As the bank requires a time period of approximately 15 days and also complete information in desired format, **late receipts of application(s) or any deficiency in information will not be entertained** as the procedure for issue of "Utsav Card (Rupay Card)" for Special Festival Package may not be complete within time. Only those applications will be forwarded to bank which are complete in all respect.

The content of the circular may please be got noted by all concerned.

This has the approval of GO (AN PAY).

Encl : As above.
No: ANPAY/1/CIRCULAR
Dated: 24 /11/2020


ACCOUNTS OFFICER
(NODAL OFFICER)

Distribution:
To all through Website.

All Sections in Main Office

EDP Section (Local) For uploading on website of PCDA, Bangalore.

UTSAV GIFT CARD FILE FORMAT (MUST BE FILLED IN EXCELL FORMAT)

| EMPLOYEE NAME | EMPLOYEE LAST NAME | EMPLOYEE DATE OF BIRTH | EMPLOYEE MOTHER NAME | EMPLOYEE MOBILE NO. | EMPLOYEE ID (ACCOUNT NO.) |
|---|--|--|--|--|-------------------------------|
| ALHPA SPACE | ALPHA SPACE | NUMERIC "/"SEPERATED | Alphabet (with Space) | NUMERIC | ALPHANUMERIC |
| Min1 Max 40 MANDATORY | Min1 Max 40 MANDATORY | 10 DIGIT (dd/mm/yyyy) MANDATORY | Min1 Max 40 MANDATORY | 12 DIGIT (Must start with 91) MANDATORY | MIN 0, MAX 15 NOT MANDTORY |
| Eg. SUNDAR | Eg. RAM | Eg.07/01/1945 | LAKSHMI | Eg. 91812234567 89 | |
| COLUMN 11 | COLUMN 12 | COLUMN 13 | COLUMN 14 | COLUMN 15 | COLUMN 26 |
| Employee First Name to be filled in (Each row contain details of One employee) | Employee Surname to be filled in (Each row to contain details of One employee) | Employee Date of Birth (in DD/MM/YYYY) to be filled (Each row to contain details of One employee) | Care : In case Mother or Father name is not readily available, Employee Name to be copied) | Employee Mobile No to be filled in. Please ensure correctness of the same. Transaction/O TP details will be sent to this Mobile No. (Each row to contain details of One employee) | |
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