

URGENT

Office of the Principal Controller of Defence Accounts

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MOST IMPORTANT CIRCULAR

Sub : GRANT OF ADVANCE : SPECIAL FESTIVAL PACKAGE TO GOVT SERVANTS.

REF : This office Important Circular vide AN PAY/1/Circular dated 02.11.2020.

In continuation of this office Important Circular under reference, it is intimated that the Bank Authorities have called for some additional information of the employees to whom Pre-Loaded Rupay Card is to be issued as per the UTSAV GIFT CARD FILE FORMAT enclosed with this circular.

It is requested to submit the desired information cited in UTSAV GIFT CARD FILE FORMAT in Excel Format to this office by **latest 10.11.2020 (FN)**. The instruction mentioned under each field may be strictly followed.

Duly filled soft copy of desired information in Excel format may also be e-mailed to PCDABLRANPAY1.DAD@HUB.NIC.IN . All alphabets should be in capital letter.

It is also advised that any addition and deletion of names for which applications have already been forwarded may not be allowed.

GO (ANPAY) has seen.

No: ANPAY/1/CIRCULAR

Dated: 09/11/2020



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)	