



F. No. 3-02/2016-Adm. IV

भारत सरकार / GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय / MINISTRY OF AGRICULTURE & FARMERS' WELFARE

कृषि सहकारिता एवं किसान कल्याण विभाग / (Department of Agriculture Cooperation & Farmers' Welfare)

वनस्पति संरक्षण संगरोध एवं संग्रह निदेशालय / DIRECTORATE OF PLANT PROTECTION QUARANTINE & STORAGE

एन एच 4, फरीदाबाद (हरियाणा)-121001 / N.H.IV, FARIDABAD(HARYANA)-121 001

दिनांक /Dated : 26 .10.2018

To

The Pay & Accounts Officer,
Pay & Accounts Office
Ministry of Agriculture & Farmers Welfare,
Faridabad / Kolkata / Chennai / Cochin / Mumbai / Nagpur

Sub: Grant / Enhancement of Permanent Advance

Sir,

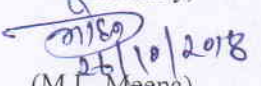
I am directed to convey the sanction of Competent Authority received from DAC&FW vide their letter No. 12032/07/2011-PP.I dated 18th October, 2018 for enhancement of permanent advance / imprest money in respect of the following sub-offices of this Directorate as mentioned against each.

S.No.	Name of the Stations	Amount of permanent advance / imprest in Rs.
1.	06 Regional Central Integrated Pest Management Centres (RCIPMCs)	25,000/- each
2.	29 Central Integrated Pest Management Centres (CIPMCs)	15,000/- each
3.	Regional Plant Quarantine Stations (RPQSs)	15,000/- each
4.	Plant Quarantine Stations (PQSs)	10,000/- each
5.	Locust Stations	10,000/- each

2. Further, as advised by Finance Division of DAC&FW, all Drawing and Disbursing Officers of filed offices are hereby instructed to use eZ-Pay Card for making payment more than Rs.5000/- (Rupees five thousand only). A copy of Standard Operating Procedure (SOP) of eZ card is enclosed.

Encl: As above.

Yours faithfully,


(M.L. Meena)

Under Secretary (Hqrs.)

Copy to:

1. Scheme-Incharges (IPM/PQ/Locust/CIL/TLC)
2. Officer-Incharges of RCIPMCs/CIPMCs/RPQSs/PQSs/Locust Stations
3. Sh. Rahul Singh, Deputy Director (PP.I), DAC&FW, Krishi Bhawan, New Delhi w.r.t. letter No. 12032/07/2011-PP.I dated 18th October, 2018.
4. IT Cell for uploading the letter of the web portal of the Directorate.
5. Accounts Section
6. PS to PPA / PA to CAO
7. Guard File

(M.L. Meena)
Under Secretary (Hqrs.)

SBI eZ-Pay Card for Imprest Purposed : Requirements, Procedure and Draft letters:

Requirements:

- Letter duly signed from PAO for issuance of eZ-Pay Cards to SBI Nirman Bhawan (**Annexure I**).
- Self-attested KYC documents of Sub-Division Official/Card Holder.

Procedure:

1. PAO will send the list of Sub-Divisions for issue of SBI eZ-Pay Cards for Imprest Purposes.
 - a. The list will be in excel worksheet format (Draft Soft Copy attached). Mobile Number of the eZ-Pay card user must be mentioned in the excel sheet.
 - b. PAO will also send a letter to **Assistant General Manager, State Bank of India, Nirman Bhawan, New Delhi, 110010**; with details of all these sub-divisions.
 - c. Self-attested KYC documents (**PAN, Aadhar and Office ID**) of the designated person will be shared with the SBI Nirman Bhawan Branch on email id: sbi.00583@sbi.co.in
 - d. Hard copy of the self-attested KYC document are to be sent by post to **Assistant General Manager, State Bank of India, Nirman Bhawan, New Delhi, 110010**; accompanied with the aforesaid letter.
2. Upon receipt of email, letter and KYC documents, SBI will process the card issuance request and cards will be issued. Cards will be dispatched to PAOs for onwards delivery and acknowledgement to this effect to be sent on mail id: sbi.00583@sbi.co.in; this email must have the subject line as :**Issuance of eZ-Pay Cards for (Name of DDO/ PAO & Ministry)**
3. Card will be issued with nil balance and top up will be processed as per request through PFMS (Separate process flow is enclosed).
4. Card Statement/balance can be enquired by logging into <https://prepaid.onlinesbi.com>.
5. Standard Operating Procedure for Registration of eZ-Pay Card as vendor in PFMS is attached (**Annexure II**).

Annexure I

Assistant General Manager
State Bank of India,
Nirman Bhawan,
New Delhi- 110010

Letter No./
Date: Sept., 2018

Dear Sir,

Kind Attn: Anil Kumar, Dy. Manager

Subject: Issuance of eZ-Pay Cards for (Name of PAO & Ministry)

Please arrange to issue eZ-Pay Cards for the following officials of CPWD:

Sl. No	Name	Designation	Sub- Division	Mobile No	Remarks

2. Copy of self-attested KYC Documents i.e. PAN, Aadhar & Official ID is attached.
3. The soft copy (Excel File) containing the details of officials is also attached for uploading of data for issuance of eZ-Pay Cards. Hard copy of the documents will be sent through post/courier.

Yours faithfully,

(.....)
Pay And Accounts Officer

Enclosure:

1. Self-attested copy of KYC Documents of all officials applying for eZ-Pay Cards.
2. Excel file containing details and Mobile number of officials.

Process Flow for addition of eZ-Pay Card as Vendor for Imprest Purposes at DDO/PD level:

1. CDDO/PD to login to PFMS and go to Master=>Vendor=>Create New.
2. Select the Type as "Personal".
3. Enter the Card Proxy Number provided by SBI in Vendor Name.
4. Enter the Address1 and City.
5. Please check the Mobile number not available (entering mobile number will give error that mobile number already registered with vendor id).
6. Please Select the Bank as State Bank of India and Click anywhere on the page.
7. A Check Box with Virtual Account Number will appear. Tick the Virtual Account Number Check Box.
8. Enter the 16 digit eZ- Pay Card number in account number.
9. Click on Add Bank Details.
10. Check account details for correctness and Click on Save.

Process Flow for Approval of eZ-Pay Card as Vendor for Imprest Purposes at PAO level:

1. PAO to login to PFMS and go to Master=>Vendor=>Manage for approval.
2. PAO to click on Name (Proxy number will appear as name).
3. Account Details are displayed for the Vendor. PAO to Verify the Card number as account number.
4. Click on Approve.
5. A dialogue box appears, tick on the check box and approve.
6. Vendor approved and Unique code is shown. Please note down this code for future references.

Note: The eZ-Pay card top up instructions received before 2 PM at SBI CMPOC Hyderabad will be processed on the same day and instructions received after 2 PM will be processed on the next working day.