

F.No.11/4/2011-FI(C-48762)  
Government of India  
Ministry of Finance  
Department Financial Services

Jeevan Deep Building, Sansad Marg,  
New Delhi dated the 11<sup>th</sup> September, 2012.

To  
**All SLBC Convenors.**

Sub: **Uploading of service area plans on district websites and monthly updating thereof.**

Sir (s),

I am directed to refer to this Department's letter of even number dated 25<sup>th</sup> June, 2012 enclosing therewith the format for preparation of Service Area Plans (SAPs) with additional information and for uploading the same on district(s) website. The format provided for information regarding preparation of service area plan on the basis of Gram Panchayat with details about all financial inclusion villages identified under Swabhimaan Campaign and with additional details/ contact number of BCAs/ bank officials etc. It has, however, been observed that many districts are yet to upload the Service Area Plan as per format circulated vide letter dated 25<sup>th</sup> June, 2012.

2. It may also be appreciated that the Service Area Plan needs to be periodically updated to account for appointment of new BCAs, change of BCAs, change of identified Bank official for weekly visit etc.

3. All SLBC Convenors are, therefore, requested to ensure that the service area plan with requisite details have been prepared and uploaded on the district website and also being updated regularly on a monthly basis whenever any change takes place. The date of updation of Service Area Plan must be mentioned on the website.

Yours faithfully,

(Jitendar Kumar Mehan)  
Under Secretary to the Government of India  
Tele:23748767  
Email: [fi-dfs@nic.in](mailto:fi-dfs@nic.in)

Copy for information to:

1. Nodal Officers of DFS for SLBCs with the request to monitor the preparation, uploading and monthly updating of the Service Area Plan.
2. PPS to S(FS) / PS to AS(FS)
3. Ms. Meenakshi Tripathi, Incharge, NIC Cell, DFS with the request to upload the circular on the DFS website.