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प्रशा/1अ/1004/अवकाश

दिनांक:- 21/12/2023

परिपत्र

सेवा में

एकीकृत वित्तीय सलाहकार (म.क.), लखनऊ  
समस्त उप-कार्यालय  
मुख्य कार्यालय के सभी अनुभाग

विषय:- दिनांक 01/01/2024 से मात्र TULIP पर अवकाश के आवेदन व स्वीकृति के सम्बन्ध में।

संदर्भ:- मुख्यालय कार्यालय के पत्र संख्या F.No. AN/III/3012/Circular/Vol.XI,  
dated: 14/12/2023 (संलग्न)

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मुख्यालय कार्यालय के संदर्भित पत्र द्वारा अवकाश संबन्धित जारी निर्देशों के अनुपालन हेतु सक्षम प्राधिकारी द्वारा इस संगठन में कार्यरत समस्त अधिकारियों व कर्मचारियों के लिए यह निर्णय लिया गया है कि -

- i. दिनांक 01/01/2024 से समस्त भा.र.ले.से. अधिकारियों/अधिकारियों/कर्मचारियों द्वारा (IFA में कार्यरत समस्त अधिकारियों/कर्मचारियों को छोड़कर) CL, EL, RH, HPL, etc प्रकार के अवकाश का आवेदन व उनकी स्वीकृति मात्र TULIP के माध्यम से ही होगी।
- ii. IFA में कार्यरत समस्त अधिकारियों व कर्मचारियों का अवकाश संबन्धित आवेदन व उनकी स्वीकृति offline तरीके से ही होगी तथा अवकाश की स्वीकृति उपरांत, अवकाश का विवरण इस कार्यालय के आवश्यक कार्रवाई हेतु प्रेषित करना होगा।
- iii. पितृत्व अवकाश, मातृत्व अवकाश, शिशु देखभाल अवकाश, चिकित्सा अवकाश, आदि जैसे प्रकृति के अवकाश (जिसके लिए सहायक दस्तावेजों की आवश्यकता होती है) उनका आवेदन offline तरीके से ही होगा, तथा सक्षम प्राधिकारी द्वारा उक्त अवकाश की स्वीकृति उपरांत, इस कार्यालय द्वारा उसकी entry TULIP पर की जाएगी।

- iv. दिनांक 01/01/2024 से (ii) व (iii) के अतिरिक्त कोई भी अवकाश का आवेदन/स्वीकृति offline तरीके से नहीं किया जाएगा।
- v. अवकाश संबन्धित आवेदन की सभी प्रक्रिया TULIP system में "Annexure-A" के अंतर्गत उपलब्ध है (Help>DAD PIS Modules>DAD Leave Management).
- vi. उपर्युक्त से संबन्धित किसी भी प्रकार की तकनीकी समस्या हेतु कृपया इस कार्यालय के स्वचलन अनुभाग से संपर्क करें तथा उपयुक्त से संबन्धित अन्य समस्याओं के निवारण हेतु प्रशासन 1-अ अनुभाग से संपर्क करें।

अतः समस्त अधिकारियों व कर्मचारियों से अनुरोध है कि उक्त निर्देशों का अनुपालन आवश्यक रूप से सुनिश्चित करें। इसके साथ ही सभी प्रभारी अधिकारी implementation की पुष्टि रिपोर्ट दिनांक 10/01/2024 तक इस कार्यालय को प्रेषित करने का कष्ट करें।

संलग्न: उपर्युक्तनुसार

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व. लेखाधिकारी (प्रशा.)

प्रतिनिधि :-

- ✓ 1. प्रभारी अधिकारी, स्वचलन कक्ष - सूचनार्थ व आवश्यक सहयोग हेतु। कृपया वेबसाइट पर अपलोड करने का कष्ट करें।
2. प्रभारी अधिकारी, प्रशासन - III - सूचनार्थ व TULIP module पर शेष अवकाश (leave balance) दर्ज करने हेतु।
3. SPS/PS to CDA/  
Addl.CDA/JCDA/DCDA/ACDA - सूचनार्थ हेतु।

  
व. लेखाधिकारी (प्रशा.)

"हर काम देश के नाम"



# रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

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F. No. AN/III/3012/Circular/Vol.XI

dated 14.12.2023.

## Important Circular

To

All PCDA/CDA/PIFA/IFA

(Through e-mail & WAN)

**Subject: Standard Operating Procedure : Leave Module in TULIP**

Competent authority has decided that continuing with efforts to move towards e-governance, Leave applying/ sanction will strictly be done only through leave module in TULIP in all offices of DAD w.e.f 01/01/2024.

2. The following Operating procedure/guidelines will be followed in connection with implementation of leave module:-

- (i) IDAS officers : SAG & above (PCDA/Sr Jt. CGDA/Jt. CGDA/CDA) will apply leave of nature like CASUAL LEAVE, EARNED LEAVE, RH, HPL through their login online in TULIP for sanction of CGDA. Activities of DAD leave application and sanction are available in TULIP under DAD corner.
- (ii) IDAS officers : SAG and above (PIFA/IFA) will get their leave sanctioned under existing procedure (offline) and intimate/forward to the AN -1 section of CGDA Hqrs Office through email. Task holder of AN - 1 section will make necessary entry in TULIP system of sanctioned leave for generation of monthly leave statement.
- (iii) Officers and staff other than IDAS officer ( SAG and above) posted in PIFA/IFA offices will get their leave sanctioned offline and respective proforma controller will make their entries in TULIP system for onward generation of monthly leave statement.
- (iv) All other IDAS officers, officers and staff of all Controller offices will apply leave of nature like CASUAL LEAVE, EARNED LEAVE, RH, HPL etc. through their respective login and submit the same for sanction to respective/mapped officers for approval through online mode.
- (v) After sanctioning of the leave by competent authority, leave balances will be updated automatically in the leave register of TULIP leave module. However, provision is also available in the module to cancel the leave before sanction.
- (vi) Monthly Leave Statement will be generated through activity provided in the leave module by the respective section of each Controller office. Monthly leave statement of IDAS officer (SAG and above) will be generated by AN-1 Sector..
- (vii) Leave of nature like Paternity Leave, Maternity Leave, Child Care Leave, Medical Leave etc. that requires supporting documents are required to be applied offline and their entries will be made by respective section of each Controller in TULIP System after sanction by the competent authority.

- ( ii) In case leave sanctioning officer is on leave/TD, the request for mapping of other officer (Link officer) may be forwarded to respective IT Section/ EDP Section of each Controller.
- (ix) All procedures for Leave module are available as "Annexure- A" in TULIP system under the tab Help>DAD PIS Modules>DAD Leave Management.
- (x) Procedure for Leave module for IDAS officer SAG and above is enclosed as Annexure- B.
- (xi) Officers/Officials will get an intimation of sanctioned leave through their email id. It will be responsibility of Officers/Official to ensure that his/her leave is sanctioned before proceeding on leave.
- (xii) Leave balances of officer and staff as on date will initially be entered by respective section of each Controller office. However, every year in the month of January and July, leave will be credited automatically as per prescribed rule. Any discrepancy in leave balances will dealt by respective section of each Controller office.
- (xiii) Leave balances of IDAS officers (SAG and above) will be incorporated by AN -1 section of CGDA office. Any discrepancy in leave balances of officers will be dealt with by AN -1 section of CGDA office. The correspondence in this regard may be made with email id an1-pinklist.cgda@nic.in.
- (xiv) Any technical issue faced by officers/ staff/users of Controller offices may be taken up with their EDP section/ IT & S Section. However, if EDP/ IT & S section of Controller offices are not able to resolve the issue, the matter may be taken up with HQrs IT & S wing at email id cgdanewdelhi@nic.in.
- (xv) Any addition/amendment in the existing leave module may be shared with AN- IV section of Hqrs office at email id an4-pay.cgda@nic.in for necessary vetting before any development action by HQrs IT & S wing/IT & SDC Secunderabad.
- (xvi) No leave will be applied offline other than the mentioned in Para (II), (III) & (VII) above w.e.f. 01.01.2024.

  
Sr. ACGDA (AN)

Copy To :-

1.	SPS to CGDA	To monitor the leave submitted for sanction by the CGDA
2.	SPS/PS to Addl CsGDA	For information and necessary action
3.	SPS/PS/Steno to Sr Jt CsGDA/ Jt CsGDA	For information and necessary action
4.	Steno to Sr Dy CGDA/Dy CGDA /Sr ACGDA/ACGDA	For information and necessary action
5.	OSD to CGDA, CGDA Sectt	To monitor the leave submitted for sanction by the CGDA
6.	AN – I Section	For information and compliance w.r. to the IDAS officer (SAG and above)
7.	AN- IV Section	For information and compliance in the HQrs office including for IDAS Officers in HQrs Office
8.	IT & S Section (local)	For necessary support with respect to the module
9.	IT & SDC , Secunderabad	For information and necessary support.

  
Sr. ACGDA (AN)