MOST IMPORTANT CIRCULAR

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS(WESTERN COMMAND) SECTOR 9-A, CHANDIGARH – 160009, LANDLINE NO. 0172 – 2741611-14, 2741990, FAX-0172-2742552, 2741279

No. AN/VIII/1417/Leave Dated 13/06/2018
To
The Officer Incharge

All Sections in Main Office


Since, wef 01.06.2018 leave of all officers and staff is being sanctioned in TULIP/OA System as per the instructions issued vide Circular of even no. Dated 28/05/2018, MLS is not required to be forwarded to this section (AN-VIII). However, MLS in respect of employees (newly appointed) to whom task code is not yet allotted on TULIP, is required to be forwarded to this section (AN-VIII) on 1st working day of each month without fail and that too till the allotment of task code. Once the task code is allotted, their leave should be sanctioned through TULIP and MLS be stopped.

All Officer Incharge will be personally ensure that the above instructions are strictly adhered to so as to enable this section to maintain online leave record as well as generate Pt II O O.

(Anmol Amar Singh, IDAS)
Asstt. CDA

Copy to:
The O.I/C - For uploading on PCDA’s Website.
IT & S, Local

(Vandana Kuniyal)
Sr. Accounts Officer(AN)