MOST IMPORTANT CIRCULAR
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (WESTERN COMMAND)
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No. AN/VIII/1417/Leave Dated: 14/06/2019

To

The Officer I/c
All Sections in Main Office
All Sub Offices

Sub: Submission of Monthly Leave Statement, Regularisation of regular leave, Sanction of Ex India Leave, Sanction of leave through Tulip

Of late, it has come to the notice that most of the sections of Main office and sub offices located outside of Chandigarh Area are not forwarding their Monthly Leave statement on or before 5th of the following month in terms of this office circular dated 03/01/2017 & 09/01/2018. This aspect has been brought to the notice of the Competent Authority and Competent Authority has adversely commented and directed that the list of defaulting sub offices should be intimated upto 10th of every month for taking appropriate action against the concerned officer-in-charge.

It is also seen that majority Child care leave (CCL) cases are received in this office after completion of applied leave period which is in gross violation of GOI decision 3(i) under rule 43 C of CCS (Leave) Rule under which it has been clearly mentioned that "CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority." It is therefore advised that receipt of such cases in main office atleast before seven (7) days of commencement of leave may be ensured.

Most of the Officers and staff are submitting for 'Sanction of Leave for visiting abroad' in a casual manner. Therefore during
submitting such kind of leave the instructions and Proforma prescribed in HQrs Office important circular no. AN-I/1351/4/XXVI/NOC dated 28/04/2016 strictly followed by the concerned Officer and staff.

All Officers-in-Charge are therefore, requested to scrutinize such cases thoroughly before submission to this office to avoid unnecessary correspondence.

It has also come to notice that officers and staff of most of the section are not applying their leave in Project Tulip due to which this section is unable to maintain online leave records as well as generate Part II OO. The Competent Authority has directed that submission of leave in Tulip System must be compulsory in Tulip w.e.f. 1st JULY 2019 without fail. The Competent Authority has further directed that leave sanctioning authority will be held responsible in case of any lapse on this account.

All Leave Sanctioning Authorities are requested to ensure that leave is applied/sanctioned through Tulip System so as to enable this section to maintain online leave records. Maintenance of Leave Register and submission of Monthly Leave Statement (MLS) will continue till further orders. A certificate that all leave included in the MLS have been applied/sanctioned in Tulip, may be endorsed in the MLS report w.e.f. JULY 2019 onwards.

The contents of the circular may please be got noted from all officers/staff posted in your office/Sections.

Please acknowledge receipt.

Addl. CDA has seen.

RK Kharta
ACDA (AN)

Copy to:
EDP Cell
Local

With a request to kindly upload the circular on PCDA (NC) website

RK Kharta
ACDA (AN)