

## IMPORTANT CIRCULAR

### O/o the Controller of Defence Accounts (Army) Belvedier Complex, Ayudh Path, Meerut Cantt

#### Sub: Online processing of GPF Final Withdrawal/Advance-DAD Estt.

HQrs office vide their letter cited above has directed to start processing online request for GPF final withdrawal/Advance through TULIP module and no manual application is to be processed to avoid excess payment/double payment (one through online system another manual) at the credit of subscriber as the Government is giving maximum priority to centralized online GPF system for Central Government Employees. To facilitate this, online GPF module has been provided in the TULIP module, adhering to the time limit prescribed in the OM No.3/2/2017-P&PW(F)(ii) dated 07/03/2017 for sanction and payment of withdrawal amount

2. The procedure to apply online is given below:

- (i) Go to Tulip in Mozilla Firefox on WAN ([url: 10.48.52.5:8080/tulip/login.seam](http://10.48.52.5:8080/tulip/login.seam)).
- (ii) Click on login.
- (iii) User will enter userid and password provided by the office for tulip.
- (iv) After login, click DAD corner → DAD online GPF submission.
- (v) A page will open. Fill the requisite information and submit the request.
- (VI) After filling the information, PDF/scanned copy of CCO-9 & contingent bill may be uploaded online and same will be downloaded by the audit section (i.e. Admin Section of Main Office). Whenever scanner is not available, hard copy of CCO-9 and contingent bill are to be submitted. However, application for withdrawal/advance has to be through Tulip only.

3. The procedure to process the application by audit section is given below:

- (i) Online request will be received in Admin section portal in Tulip.
- (ii) Admin section will verify the details of online application and generate an office note with complete details i.e. (i) balance of GPF, (ii) reason for withdrawal/advance, (iii) amount of withdrawal/advance.
- (iii) The office note will be submitted along with downloaded copy of contingent bill to the Competent Authority for sanction and countersignature.
- (iv) After sanction, PM/Cheque slip will be generated and payment will be processed through SBI CMP.

4. It is therefore directed that all the application for GPF Final Withdrawal/Advance will be accepted online only and processing may be done as per procedure given above. **No manual application will be processed** to avoid excess payment/double payment (one through online system another manual) at the credit of subscriber. In case of any difficulty faced in processing the GPF Final withdrawal/advance online through Tulip, the same may be taken up with main office for clarification/guidelines.

  
Group Officer(EDP)



