No. AN/VI/6005/Misc                                    Date:  19 /12/2023

**Important Circular**

To,

      The Officer-in-charge
      All Sections of Main Office
      All Sub offices

Subject    - Standard Operating Procedure: Leave Module in TULIP.
Reference- HQrs Office letter No.AN/III/3012/Circular/Vol.XI  dated 14.12.2023

      Please take cognizance of HQrs office above referred letter (copy enclosed)·
vide which Competent authority has decided that Leave applying/sanction will
strictly be done only through leave module in TULIP in all offices Of DAD w.e.f.
01.01.2024 and take necessary action accordingly.
      CDA has seen.

Enclosed –HQrs Office letter

                                          -sd-
                                    Sr.A.O(AN-VI)

Copy To-
      The O I/C                For Uploading on CDA(Army) website.
      IT&S –III Wing(Local)

                                        Sr.A.O(AN-VI)

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)     <u>IDAS officers</u> : 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)     <u>IDAS officers</u> : 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 Section.

(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.

(viii)    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. |

—sd—

**Sr. ACGDA (AN)**