

Office of the Controller of Defence Accounts
Ridge Road, Jabalpur-482001 (MP)

No. OA/CDA/Misc/2017-18

Date: 15-01-2018

To,

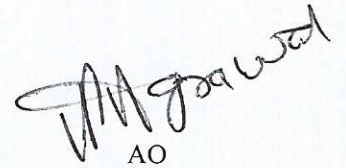
The Officer-in-charge,
All Sub Offices,
CDA Jabalpur

Sub: Incorporation of online Leave Management of sub offices in Tulip for DAD employees.

Tulip software contains provision for online leave management of DAD employees. Employees can apply his leave in respect of leave nature like **CASUAL, EARN LEAVE, RH, COMMUTED, HPL** online after logging in Tulip account, under '**DAD Corner**', menu through '**Dad leave apply**' activity. The same can be sanctioned by the Nodal Officer in charge of leave management using the '**DAD Online Leave Sanction**' under the '**Utility menu**' in Tulip. Generation of monthly leave statement at the end of the month by the Main Office is also possible under activity '**Generate MLS.**'

2. To make this process feasible, all the staff members of a sub office may be linked with a particular AAO of that office who in turn will be linked with a particular SAO/AO in charge of Leave Management for the whole office. This process will obviate the need by the sub offices to notify the TULIP system administrator to change the user linking hierarchy whenever internal transfers within the office take place.

3. In view of the above, it has been decided by the competent authority to nominate SAO/AO and AAO Admin of your office who is holding the charge of administrator as 'Nodal Officer' for leave management task in Tulip System. It is required that the Name and Account Number of the Nodal Officers (SAO/AO and AAO) be communicated to this office on or before **17.01.2018** so that the same can be fed into the Tulip Database.



AO

(OA Cell)