



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद - 009
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009
दूरभाष/TELE: 040-27843385 फैक्स/FAX:040-27817275



सं. AN/II/TULIP & AEBAS/2024

दिनांक: 08.01.2024

(महत्वपूर्ण परिपत्र)

सेवा में,

1. प्रभारी रक्षा लेखा संयुक्त नियंत्रक, वे.ले.का(अ.श्रे) ई.एम.ई, सिकंदराबाद।
2. प्रभारी रक्षा लेखा उप नियंत्रक, क्षेत्रीय लेखा कार्यालय(थलसेना), वैजाग।
3. प्रभारी रक्षा लेखा उप नियंत्रक, वे.ले.का(अ.श्रे) सेना आयुध कोर, सिकंदराबाद।
4. ग्रूप अधिकारी(स्थानीय)
5. मुख्य कार्यालय के सभी अनुभाग।
6. सिकंदराबाद/हैदराबाद/सूर्यलंका/तिरुपति में स्थित सभी उप-कार्यालय।

विषय: ट्यूलिप जेनरेटेड का.आ.भाग 2 का प्रकाशन, कार्यालय संचार के लिए ई-मेल का उपयोग, ट्यूलिप में अवकाश मॉड्यूल के संबंध में मानक संचार प्रक्रिया(SOP) एवं AEBAS के माध्यम से उपस्थिति ।

संदर्भ: मुख्यालय कार्यालय का दिनांक 04.01.2024 का पत्रांक AN/III/3012/
Circular/XI

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ट्यूलिप जेनरेटेड का.आ.भाग 2 का प्रकाशन, कार्यालय संचार के लिए ई-मेल का उपयोग, ट्यूलिप में अवकाश मॉड्यूल के संबंध में मानक संचार प्रक्रिया(SOP) एवं AEBAS के माध्यम से उपस्थिति से संबंधित मुख्यालय कार्यालय का पत्र आपकी सूचना तथा सख्त अनुपालन के लिए परिचालित किया जाता है।



हस्ता/-

(एम.सुभाष कुमार)
सहायक नियंत्रक(प्रशा)

प्रतिलिपि:

आई.टी. अनुभाग, स्थानीय - वेबसाइट पर अपलोड करने के लिए।


(के रामकृष्णा)
वरिष्ठ लेखा अधिकारी(प्रशा)

 DEPARTMENT	कार्यालय रक्षा लेखा नियंत्रक : OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS नं. 1 स्टाफ रोड, सिकंदराबाद -500 009 NO.1, STAFF ROAD, SECUNDERABAD - 500 009. फोन/:PHONE: 040-27843385 फैक्स/FAX NO:040-27817275	 150 YEARS OF CELEBRATING THE MAHATMA
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No: AN/II/TULIP & AEBAS/2024

Date: 08.01.2024

(IMPORTANT CIRCULAR)

To

1. The Jt. CDA I/c, PAO(ORs) EME Secunderabad
2. The DCDA I/c, AAO(ARMY) Visakhapatnam
3. The DCDA I/c, PAO(ORs) AOC Secunderabad
4. Group Officers (Local)
5. All Sections of Main Office
6. All Sub-Offices located at Secunderabad/Hyderabad/ Suryalanka/Tirupati.

Subject: - Publication of Tulip generated Part-II office order, use of e-mail in official communication, SOP in r/o Leave Module in Tulip & Attendance through AEBAS.

Reference: - HQrs letter No: AN/III/3012/Circular/XI, dated: 04.01.2024.

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HQrs Office letter regarding Publication of Tulip generated Part-II office order, use of e-mail in official communication, SOP in r/o Leave Module in Tulip & Attendance through AEBAS is circulated herewith for information and strict compliance.


(M SUBHASH KUMAR)
ACDA (AN)

Copy to:

IT Section (local)

-- for uploading the circular on website


(K RAMAKRISHNA)
Sr. Accounts Officer (AN)

हर काम देश के नाम



रक्षा लेखा महानियंत्रक



उलान बटार रोड, पालम, दिल्ली छावनी- 110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821 email: aniii.cgda@nic.in

F. No. AN/III/3012/Circular/XI

dated 04.01.2024.

To,

All PCsDA/ PIFAs/ CsDA/ IFAs
(through e-Mail/ CGDA WAN)

Subject: Publication of Tulip generated Part-II office order, use of e-mail in official communication, SOP in r/o Leave Module in Tulip & Attendance through AEBAS.

Reference : 1. HQrs. office circular no. AN/III/3012/Circular/Vol. VIII/tulip dated 13.10.2023.
2. HQrs. office circular no. AN/III/3012/Circular/Vol. XI dated 22.11.2023.
3. HQrs. office circular no. AN/III/3012/Circular/Vol.XI dated 14/12/2023 & AN/I/1071/30 dated 19/12/2023,
4. AN/III/3012/Misc./BAS dated 06.11.2023.

1. Publication of Tulip generated Part-II office order:

A. Please refer HQrs office circular mentioned at Sl. No.1 vide which it was directed to dispense with all publication of Part-II OO manually and generate Part-II OO through Tulip only. However, it is observed that the instructions contained in the ibid circular are not being adhered to by the most of PCsDA/ CsDA office, which is a matter of concern.

B. The Competent authority has again directed that all kinds of Part-II OO must be compulsorily generated through Tulip only.

2. Use of e-mail in official communication:

A. Please refer HQrs office circular mentioned at Sl. No.2 wherein it was directed to transmit all communication within the Department using official e-mail instead of post. However it is observed that all official communications made through e-mail, are also being received in hard copies in dak which again a matter of serious concern.

B. In view of the above, it is again requested that necessary instructions in this regard may please be issued to all concerned for strict compliance and all

communication may be made through official emails only.

3. **SOP in r/o Leave Module in Tulip:**

A. Please also refer HQrs office circular mentioned at Sl. No. 3 wherein it was directed that leave applying/sanction will strictly be done only through leave module in TULIP in all offices w.e.f. 01.01.2024. The Operating procedure/guidelines in connection with implementation of leave module has already been circulated by the HQrs office vide letter *ibid*.

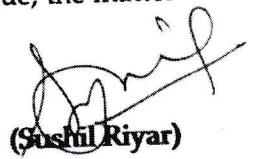
B. In view of the above, it is again requested that no Leave will be applied/sanctioned offline other than mentioned at Para 2 (ii), (iii) & (vii) of HQrs office circular dated 14/12/2023.

4. **Attendance through AEBAS:**

A. A direction has been issued by HQrs office vide letter mentioned at Sl. No. 4 that all field Controller Offices shall ensure that the Officers/Staffs posted in their organization mark their attendance using AEBAS without fail. As per reports received from the Controller Offices, it has come to notice that most of the Officers/Staffs posted in the field offices are not marking their attendance in AEBAS system which has been viewed seriously by the Competent Authority.

B. It is once again reiterated that the Attendance through AEBAS shall be implemented 100% in all field offices and Heads of Offices shall ensure that all Officers/Staffs posted in their organization are marking their attendance in AEBAS.

5. Technical issues, if any, faced by Officers/Staffs/users of Controller offices while implementing the above instructions 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



(Sushil Riyar)

Sr. ACGDA (AN)