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MOST IMPORTANT CIRCULAR

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE
ACCOUNTS(WESTERN COMMAND) SECTOR 9-A, CHANDIGARH – 160009,
LANDLINE NO. 0172 – 2741611-14, 2741990, FAX-0172-2742552, 2741279**

No. AN/VIII/1417/Leave

Dated 13/06/2018

To

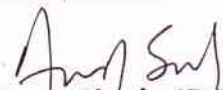
The Officer Incharge

All Sections in Main Office

Sub: Forwarding of Monthly leave statement(MLS) for the month of June,2018.

Since, wef 01.06.2018 leave of all officers and staff is being sanctioned in TULIP/OA System as per the instructions issued vide Circular of even no. Dated 28/05/2018, MLS is not required to be forwarded to this section (AN-VIII). However, MLS in respect of employees (newly appointed) to whom task code is not yet allotted on TULIP, is required to be forwarded to this section(AN-VIII) on 1st working day of each month without fail and that too till the allotment of task code. Once the task code is allotted, their leave should be sanctioned through TULIP and MLS be stopped.

All Officer Incharge will be personally ensure that the above instructions are strictly adhered to so as to enable this Section to maintain online leave record as well as generate Pt II O O.


(Anmol Amar Singh, IDAS)
Asstt. CDA

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**The O.I/C - For uploading on PCDA's Website.
IT & S, Local**

- sd -
(Vandana Kuniyal)
Sr. Accounts Officer(AN)