

OFFICE OF THE PCDA (SC), PUNE  
TULIP SYSTEM

System circular	No. EDP/TULIP/016	Dated	18/09/2018
Last System circular	No. EDP/TULIP/015	Dated	10/09/2018

**Sub:** PROJECT TULIP - IP Address mapping, E-mail cheque slips, DAD Pay and Civ-P | LPC Register & settlement of TADA LTC.

**Ref:** i. Tulip .ear (Version No.2.0.102 dated 12/09/2018)

ii. Tulip .ear (Version No.2.0.103 dated 14/09/2018)

ITSDC Secunderabad has incorporated some changes in different field which are as under:

1. **IP Address Mapping :**

As a part of implementation of Govt Cyber Security policy in DAD, it has been decided to implement IP address mapping to Tulip Users w.e.f 17.09.2018.

2. **D section/Accounts Section:**

Email Cheque Slip activity is available under D section. In this connection it is informed that E mail of CS can be done for (i) Units PF Account (ii) Units imprest Account (iii) vendors (iv) Civ Employee Account (v) personal Claims of DAD employee.

It is also stated that if CMP Debit Scrolls are linked in the system by accounts section then provision already exists to print UTR NO and date on Cheque Slips and these CSs can be mailed to the above beneficiaries

3. **DAD Pay-DA Order:**

As per HQrs No. AN/XIV/19015/Govt Orders dated 10.09.2018, the DA Rate has been enhanced by 2 Percent from existing 7 to 9 percent with effect from 01/07/2018 and programme modified accordingly and included in this Ear File.

The procedure to process the DA Sy. Bill is available under Admin pay---> Dad Pay Bill---> DAD Arrears Bill Generation---> Read Me. However the same is reproduced for users convenience: Please note that arrears of DA will be calculated by the system based on pay and allowances as on the affect date and as per RPB for 09/2018 strength.

On process of DA, pay and allowances will be reviewed from 01/07/2018 and hence where-ever pay details have inconsistencies, such cases may show arrears of payment or recovery against other pay codes as well. From section level if any adjustments have been paid without rectifying the pay details, such adjustments will not be taken into account for calculation of arrears. Therefore, before processing of DA, it has to be ensured that pay details are correct as on date.

In case of incorrect pay details, effort may be made to rectify the pay details first, by feeding or editing appropriate Office Order, otherwise this may lead to incorrect arrears on processing of DA Generate DA Part II Order

**Processing Steps:**

**Step 1.** Click on 'Generate DA Order'. This will create System Generated DA Order for all the cases who are in current month pay bill strength.



**Step 2.** If pay details are available as on 01/07/18 then DA Order will be generated from 01/07/18 or else from the date when pay details were created i.e. for transfer-in or appointment cases after 01/07/18.

**Step 3.** Once DA Orders are generated the record status should show as 'P'. If no records are reflected on completion of the process, refresh the page.

**Step 4.** Click on Process DA button. This will process the DA order and arrive at the arrears.

**Step 5.** After completion of Process DA Button, you can check the Employee Pay Detail for changes in DA rates.

**Step 6.** Existing activity of View Arrears may be used to check individual arrears. Abnormal amounts, if any, may be reviewed and delete the records if required from AAO and above log in.

**Step 7.** After Process, click on Home to refresh the page. The record status should now show as 'V'.

**Step 8.** Click on 'Review Leave Cases'. This will recover the DA for HPL and EOL Period.

#### **Creation of Supplementary Bill:**

**Step 9.** Click on 'Create Supplementary Bill'. Initially no records shall be there.

**Step 10.** Click on Generate New Bill. This will create supplementary bill for all the employees against whom some arrears have been generated.

**Step 11.** After generation of new bill, refresh the page. List of employees and net pay as a result of supplementary bill will be reflected.

**Step 12.** To take print out of the supplementary bill, click on 'Print Supplementary Bill'.

**Step 13.** If number of supplementary pay bills should be as per configuration of Regular Pay bill, then click on option 'As per Regular Pay Bill'. If only one consolidated bill is required then click on 'Consolidated Single Pay Bill'.

**Step 14.** Click on 'Generate PDF. This will create the print file of supplementary pay bills which will be listed on the page.

**Step 15.** Before finalization, it may be ensured that all the cases are verified where arrears amount is more than Rs.2000/-

**Step 16.** To finalize the bill, click on 'Finalize' button and in the resultant page list of supplementary bills will be reflected

**Step 17.** Finalization can be done on individual bill for which click on 'Finalize' link on the right side of supplementary pay bill. Finalization of all the bills can also be done by clicking on 'Finalize All' button.

**Step 18.** After finalization, Generate PM/CS and approve the bills. Approval link will appear at SAO/AO level.

**Step 19.** Finally click on 'Write CMP Record' and Generate DP Sheet.

#### **Important Note:**

**Step 20.** Wherever, adjustments have been made on account of pay and allowances earlier and arrears now generated does not pertain to the relevant period or amount, these cases may be reviewed and in case the arrears are not to be paid the same may be deleted from view arrears activity, through AAO login. After removing the elements from arrears, the supplementary bill record has to be re-calculated. This can be done by clicking on Edit button against the particular employee in the supplementary bill screen.

After re-calculation please ensure to take reprint of the bill instead of downloading the bill. Download will simply show the existing sy. bill before modification or already available bill in the system. Reprint will refresh the existing sy. bill with the modifications carried out.

Step 21. Provision to delete an employee record from supplementary bill screen is also available. This may be used if required for transfer out cases. Option to edit, delete, recalculate exists till finalization of the bill. After finalization no edit, deletion or re-calculation is possible.

Step 22. Employees who retired during July and August 2018 will not be figured in this sy. Bill. Separate Sy. Bill has to be prepared manually.

4. CIV-LPC Register & Settlement of TADA LTC (Civilian Pay Group & T section)

Provision to Create Civilian LPC register incorporated in this Ear File. This registered is being used to settle the outstanding TADA/LTC Demands of Civilian Employees who were SOS due to Superannuation/ Voluntary Retirement/Death/ Termination/ Dismissal/ Termination etc. The settlement of outstanding TADA/LTC Demands of Civilian Employees whose details are figured in Civ LPC register are only be allowed for settlement by T section with Three Tier Approval method

Step 1. A record has to be created through the Create Civ LPC Activity which is available in Civilian Pay Section. This record has to be approved by AAO of Civ pay Section.

Step 2. The T section task user can initiate the settlement of Outstanding TADA /LTC Demand by searching the Civilian Employee whose record was already created by Civ pay section in Civ LPC Register and submits the settlement.

Step 3. T Section AAO has to submit the demand settlement and AO/SAO of T section will approve the case

*S. S. S.*  
18/09  
GO (EDP)

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