

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

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No. EDP/Mech/Gen. Corr.

Date: 07-08-2019

CIRCULAR

To,

All SAOs/AOs

All the Sections in the Main Office

The e-Work Book module in Tulip is used for monitoring various categories of dak viz. bills, valuables, letters, etc., received by this organisation. The Dash Board Report generated using the e-work book module gives the live status of bills through which MIS and MPR may be generated and submitted to higher ups to know the receipt and disposal status.

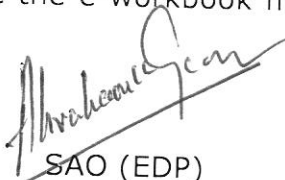
It is observed from the Tulip Database by this section that the audit sections' task users are not implementing the 'DAK Disposal' module in Tulip. Without disposing the Daks, the e-Work book module cannot be effectively used. It is therefore requested that all the sections under PCDA Bangalore to utilise this module immediately and dispose their daks appropriately as suggested below:

- Daks can be disposed from "Common Activity → Dispose Dak". However, this type of disposal can be done only if the Punching Medium is not generated. Once PM is generated, disposal cannot be done through this activity. Automatic disposal mechanism exists for such cases.
- If the bill/valuable is of class 1/9 type, then disposal will happen on CMP file generation.
- For TE/MROs, disposal will happen of final approval.
- Correspondence daks include Letters, Queries, RTI applications, CPGRAMS, Service books, MROs, CA agreements, Cash expenditure statements etc. After the approval of these daks by AAO/AO, they appear in Correspondence dak transaction list with label: "Dispose Dak" for final disposal marking. These daks have to be disposed off by the Auditor from his Correspondence dak transaction list Screen by entering appropriate Disposal No and date, after the final approval.
- In case of rejected bills, the bills have to be approved by AO/SAO for automatic final Dak Disposal marking by system.

The status of the Disposed Dak can be checked from "Search → Dak Enquiry" Screen.

In this connection, all the sections are requested to use the e-workbook module from the "Utility → E Work Book" Screen.

GO (EDP) has seen.


SAO (EDP)

Copy To:

- 1) All the Sections of the Main office
- 2) EDP Section (Local) for uploading to PCDA Bangalore Website.