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16/11/23



रक्षा लेखा नियंत्रक, पटना राजेंद्र पथ पटना- 19  
Controller of Defence Accounts, Patna  
Rajendra Path, Patna- 19



Phone: 0612 (2322310)

Website: cdapatna.bih.nic.in

हर एक काम देश के नाम

No. AN/Pay-T/TA/DA/LTC/351

Dated: 16.11.2023

**Important Circular**

To,

The OIC  
All sections Main Office  
All Sub Office under CDA Patna

**Sub: Booking of Air/Train tickets on Tour/LTC for D.A.D officials through D.T.S. (Defence Travel System) Platform.**

Please refer to main office circular no. AN/Pay/T/351/TA/DA/LTC dated: 13.06.2022 and circular of even number dated: 25.08.2023 (copy enclosed), wherein this office has advised DAD Officials to book their Air tickets/Train tickets on Tour/LTC purpose through D.T.S. (Defence Travel System, E- ticketing project) platform.

2. Off late, it is observed that booking of Air ticket/Train tickets on Tour/LTC purpose by DAD officials through D.T.S. is very low in percentage with respect of overall claim passed in Tour/LTC, which has been viewed very seriously by competent authority. Further competent authority has also directed all DAD officials to book their ticket on above purpose through D.T.S. platform.
3. In this regard all officers-in-charge are requested once again to provide the data in respect of officers/staff of their office, who have not yet enrolled on D.T.S. till date as per prescribed format (copy enclosed).
4. Further, all the officers and staff are advised to utilize Defence Travel System (D.T.S) of the department for booking of their ticket for their authorized and approved tours.

This issues with the approval of CDA.

- Sd -

**B. B. Rout, IDAS  
ACDA**

Copy to: -

The OIC  
section: I.T&S  
(Local)

For uploading of on the website.

*Amirul Hasan*  
Sr.AO (AN Pay-T)

रक्षा लेखा नियंत्रक (पटना), राजेन्द्र पथ, पटना-19.

Controller of Defence Accounts (Patna), Rajendra Path, Patna-19.

Ph: 0612(2322310)

Website: cdapatna.bih.nic.in

Fax No.: 0612(2321594)

No. AN/PAY/T/351/TA/DA/LTC

TTB

Date-13/06/2022

To  
All Offices  
(Under CDA Patna)  
(Through CDA Patna website)

**Sub:** - - Implementation of Defence Travel System, Phase Iv for the Defence Accounts Departments - reg

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Please find enclosed a copy of Govt. of India, CGDA (Defence Travel System, E-ticketing Project) letter no EDP/600/E-Ticketing/Phase-IV, dated-09/06/2022. All officer-in-charge are requested to provide the data in respect of all officers/personnel of their office by 17/06/2022 positively through email ID [antcdapatna.dad@hub.nic.in](mailto:antcdapatna.dad@hub.nic.in) in the prescribed format enclosed herewith on 'Top-Priority'

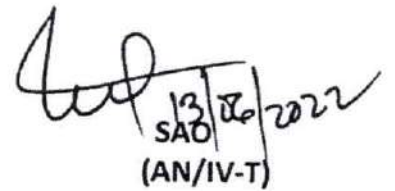
Copy to:-  
The O I/C  
DP Cell (Local)

} for uploading Please.



G.O (AN)

O/c ML 13/06/2022  
ML 13/06/2022

  
S.A.D. 13/06/2022  
(AN/IV-T)

O/c ML 13/06/2022

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**Government of India**  
**Controller General of Defence Accounts**  
**(Defence Travel System, E-Ticketing Project)**  
**EAST BLOCK-X, R K PURAM, Sector-1 NEW**  
**DELHI-110066**  
Phone No.: 011-26700300/011-26163404  
Fax No.: 011-26163403  
E-mail: techdts.dad@hub.nic.in



No. EDP/600/E-Ticketing/Phase IV

Dated: 09/06/22

To :

All PCsDA/CsDA  
(As per List Attached)

**Sub: Implementation of Defence Travel System, Phase IV for  
the Defence Accounts Department – reg.**

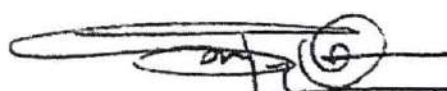
The Defence Travel System, Phase IV has been rolled out for implementation by the Controller General of Defence Accounts, with effect from 09.05.2022. The initiative is a significant milestone in the overall digitization of work processes of the Department under Digital India programme of Government of India. It is aimed to result in a seamless functioning environment and standardized audit of all claims related to Permanent Transfer/ Temporary Duty/ LTC/ Other travel related activities, as initiated through the DTS.

2. For the purpose, it is requested that all the Principal Controllers/ Controllers/ Office Incharge(s) may provision for the creation of user profiles on the DTS platform, for all Officers/ Personnel, posted and functioning under their Administrative jurisdiction. Besides, the officials and personnel assigned to perform official travel duties or availing LTC facilities as per respective entitlements, may be duly encouraged to utilize the facilities of booking tickets for their journey through the DTS portal. The process shall benefit in digitization of the activity with end-to-end solutions, including final settlement of claims thereof.

3. It is further requested, that a Monthly Report in the prescribed format as per Annexure A attached, may be submitted to the DTS Control Centre in DAD Headquarters, for regular monitoring and analysis of the data. The report for the month, may kindly be provided by 7<sup>th</sup> of subsequent month on the email ID as follows, [admndts.dad@hub.nic.in](mailto:admndts.dad@hub.nic.in)

4. For your kind consideration and necessary action please.

This is issued with the approval of Addl. CGDA(IT&S).

  
Sanjay Varma, IDAS  
Jt. CGDA (DTS)

09/06/2022



रक्षा लेखा नियंत्रक (पटना), राजेद्र पथ, पटना-19  
Contraller of Defence Accounts (Patna), Rajendra Path, Patna-19  
Ph:0612(2322310) Website : cdapatna.bih.nic.in



No. AN/PAY-T/TA/DA/LTC/351

Dated: 25.08.2023

Important circular

To,

The OIC  
All Sections of Main office  
All sub office under CDA Patna

**Subject: Booking of Air ticket on Tour/LTC through Authorized Travel Agents and Submission of TADA claim within stipulated time.**


Of late, AN Pay "T" Section of this office is in receipt of various cases to seek relaxation or to condone the TA DA claims on account of permanent transfer/Temp. move/LTC, tickets of which have been booked not in conformity with Gol Ministry of Finance, Department of Expenditure OM No. 19024/03/2021-E.IV dated: 16.06.2022 and HQ office letter no. Estt. Pay Tech/19015/Govt orders/TADA LTC/Medical Dated: 01.07.2022 and Gol Ministry of Personnel, Public Grievances & Pensions DoPT F. No. 31011/12/2022-Estt.A-IV dated: 29.08.2022 and HQ office letter no. प्रशा/XIV/19015/Govt. Orders/TA/DA/LTC/Medical Dated: 05.09.2022.

2. Non-adherence to the content of above mentioned letters while submitting the claims has been viewed very seriously by the competent authority.
3. The ibid letters are enclosed herewith for strict compliance and contents of the same be brought to the notice of all the officials.
4. Apart from the above, it is also reiterated that a government servant must submit the travelling allowance claim within sixty days of its becoming due failing which it shall stand forfeited as per Rule 290 of GFR 2017.
5. Keeping in view of the above, it is directed to all officers and staff to book their Air ticket on Tour purpose only from three Authorized Travel Agent as mentioned in above order. Regarding LTC Purpose, those official entitled to travel by air are advised to book their air ticket only from three authorized travel agent as mentioned above.
6. Further, In case of the employee not entitled for air travel under LTC – According to para 2 (iii) of Govt. of India, Ministry of Personal, Public Grievances & Pensions, DoPT F.NO. 31011/17/2023-Estt.A.IV dated 10.08.2023 (Copy enclosed), It has been decided that the Government employee not entitled for air travel but wish to travel by air, are no longer required to mandatorily book their air tickets through these travel agencies viz. M/s Balmer Lawrie & Company Limeted (BLCL), M/s Ashok Travels & Tours (ATT), IRCTC only as the reimbursement is

restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less. In case of Special Dispensation Scheme, the Government employee not entitled for air travel under LTC, but wish to travel by air to the intended place of visit in NE region, UTs of J&K, Ladakh, A &N, are required to book air ticket through three ATAs only.


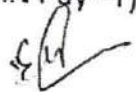
7. All the Staff and officers are advised to utilize Defence Travel System (DTS) of the department for ticket booking for their authorized and approved tours.


This issues with the approval of CDA.

  
B. B Rout IDAS  
ACDA

Copy to:  
The OIC  
IT&S section  
(Local)

: For uploading of on the website.

  
SAO (AN Pay-T)  
OIC 

  
30/8/23

DEFENCE TRAVEL SYSTEM  
Simplifying Defence Travel

**Request Dashboard Proforma for Create Civilian Traveler Profile**

Unit Service	CIVILIAN
Traveler Service	CIVILIAN
Designation name	
Level Name with Basic Pay	
Pan Card No.	
Air Pay Accounting Office	CDA PATNA
Part II O.O No and Date	

**Personal Details:-**

Employee Name		Personal no.	
Gender		Marital Status	
Date of Birth		Date Of Joining	
e-mail Address		Spouse employed (If yes, Please provide PAN NO.)	
Date of Retirement		ERS Printing name	
Mobile No		Home Town	
NRS Duty station		Home Town NRS	
Duty Station NAP		Home Town NAP	
Bank Account no.		Bank IFScode no.	

**Enfacement: - Please mark tick**

Does LTC for Current year 2023 has been availed as per rule for yearly LTC scheme?	<input type="radio"/> Yes <input type="radio"/> No
Does LTC for Current sub block (2022- 2023) has been availed as per rule?	<input type="radio"/> Yes <input type="radio"/> No
Does LTC for Previous sub block (2020-2021) has been availed as per rule?	<input type="radio"/> Yes <input type="radio"/> No
Are you on suspension?	<input type="radio"/> Yes <input type="radio"/> No
Are you on abandoned by auditor?	<input type="radio"/> Yes <input type="radio"/> No

**Civilian Dependent Details:-**

Name	Gender	DOB	Relation	Marital Status	ERS Print Name

**Journey details (Air Only):-**

From	Date	Time	To	Date	Time

**Date:-**

**SIGNATURE**

Name -  
Degn. -  
A/c no.-  
Section/Office.-