



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: 13.02.2024

Important Circular

To,

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

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

Please refer to Main Office circular of even number dated: 16.11.2023 and 25.08.2023 (copy enclosed), wherein this office has already directed DAD Officials to book their Air tickets/Train tickets on Permanent transfer/Tour/LTC purpose through D.T.S. (Defence Travel System, E- ticketing project) platform.

2. In this context, Despite circular regarding above subject which has been issued by Main Office from time to time, 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 to overall claim passed in Permanent transfer/Tour/LTC of DAD Officials. This has been viewed very seriously by competent authority.
3. In this regard all **Officers-in-Charge** are once again requested to ensure and 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) and are instructed to purchase their ticket through D.T.S. platform of the department on Permanent transfer/Tour/LTC purpose for their authorised and approved journey.

This issues with the approval of CDA.

- Sd -
B. B. Rout, IDAS
ACDA



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Amresh Kumar
Sr.AO (AN Pay-T)

337126/2024/AN-IV(T) CDA PATNA

 Government of India	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	
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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. प्रसा/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 Limited (BLCL), M/s Ashok Travels & Tours (ATT), IRCTC only as the reimbursement is

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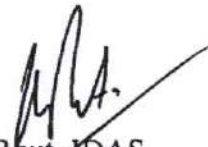
restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less. In case of Special Dispensation Scheme, the Government employee not entitled for air travel under LTC, but wish to travel by air to the intended place of visit in NE region, UTs of J&K, Ladakh,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

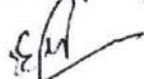
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B. B Rout, IDAS
ACDA


SAO (AN Pay-T)

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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.


B. B. Rout, IDAS
ACDA

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- 54 -
Sr.AO (AN Pay-T)

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.	

Enforcement: - 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_-

DEFENCE TRAVEL SYSTEM (Exiting Profile)
Simplifying Defence Travel

Request Dashboard Proforma for Create Civilian Traveler Profile

Unit Service	CIVILIAN
Traveler Service	CIVILIAN
Employee Name	
Designation	
Personal no.	
Gender	
Level Name with BP	
Pan Card No.	
Air Pay Accounting Office	CDA PATNA
Part II O.O No and Date	

Journey details (Air Only):-

From	Date	Time	To	Date	Time

Date:-

SIGNATURE

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

Countersigned