रक्षा लेखा नियंत्रक,उद्यान विहार, नारंगी, गुवाहाटी--781171 Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171 Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail:cda-guw@nic.in



No: IA/I/020/Circular/Vol-VI

Date 03/08/2017

To,

1. All LAO (A)s

Subject: - Audit of Defence Travel system (E-ticketing: Local Audit Office.)

Reference:- HQrs office letter No. EDP/600/E-ticketing/LAO dated 18/07/2017

Please find enclosed herewith the HQrs Office letter no cited under reference (Copy attached) which is self-explanatory.

In this connection, it is requested to take necessary actions to ensure that online audit of booking/cancellation of tickets through Defence Travel System is being conducted regularly and feedback is forwarded to HQrs office after completion of each audit period in the prescribed feedback format (Annexure-B) attached herewith under intimation to this office please.

Please acknowledge receipt.

Encl: As above (4 Pages)

(B. Ghosh)

Sr. Accounts Office (IA)

Copy to:

	cop, to.	
	The CGDA	For kind information with respect to above referred
•	Ulan Batar Road, Palam	letter please.
	Delhi Cantt- 110010	
	The Oi/Charge	For up load of the same in the CDA Guwahati website
_	EDP	please.

(B. Ghosh)

Sr. Accounts Office (IA)

Government of India
Controller General of Defence Accounts
(Defence Travel System)

EAST BLOCK & R K PURAN - TO TAKE DELHI-110066

Phone No.: 011-26108268 26108234 Fax No.: 011-26163403

E-mail: helpdesk@pcdatravel.gov.in

No. EDP/600/E-ticketing/LAO

Dated:

7-07-2017

The Controller of Defence Accounts

Udyan vihar Narangi Guwahati-781111.

Subject: - Audit of Defence Travel System (E-boxeting): Local Audit Office Feference: - HQrs office letter No.EDP/600 E-Ticketing/LAO, Dated 03/03/2016.

31/05/2016,29/11/2016 and C1/13/2017

Piease refer to the letter cited above wherein instructions were issued to the PCDAs/CDAsto take suitable action and issue guidelines to the LAOs under their jurisdiction to conduct online audit of booking/cancellation of tickets through Defence Travel System. Two separate list containing names of 25 units and 35 units (Total 60 Units) where 100% booking of tickets through DTS is being done was already forwarded with our previous letter cited above to carry out necessary audit of the units. In addition to these 60 units ADG Strat Mov/E-Ticketing have nominated fresh 100 units of Army for 100% implementation of E-Ticketing project enclosed as Annexure- "A" for ready reference.

2. It is therefore requested to instruct LAOsto conductonline audithrough DTS for booking/cancellation made by Defence Personnel on theDefence travel system in their respective units/other units (exceptional cases using the log-in-ids (PKI tokens) from REPORT tab available in the MB/CO tokens

General audit point to be checked by the LAOs (Audit Drills):-

- (i) Data of individual/dependents created in the system are as per service records.
- (ii) Proper sanction/authorization/move sanction from the competent authority has been taken for booking/cancellation of a ticket.

The nature of duty for which the journey was undertaken is as per move sanction:

Tickets are booked as per rules and entitlement of the traveler for the class in which journey was performed

Nearest Railway Station, Duty stationNearest Airport, Home Town Nearest Railway Station, Hometown Nearest Airport, Selected Place of Residence Nearest Railway Station, Selected Place of Residence Nearest Airportfed in the system are as per records of Service Book.

No.

- (vi) The officer approves the request of booking/cancellation is personally responsible to ensure that the move in question is authorized under rules. The extra expenditure caused to the state by the unauthorized issue of tickets is able to be recovered from the officer who issued the tickets.
- (vii) In no circumstance ticketwas issued for the personal journey which is not covered under TR on ground of refund of the amount involved in booking.
- (viii) To avoid duplicity in case of issue of manual warrant to the traveler for any unavoidable reason (if e-ticketing system was not working at that time). LAOs should check that data of the manually issued warrant is updated in the system (Offline Booking). This data should be updated in system after completion of journey.
- (ix) Number of total tickets booked in a year for Form. D and all types of LTC for a traveler.
- (x) In case of cancellation of tickets on official ground, sanction of the competent authorityhas been obtained.
- (xi) In case of temporary duty, Air/Rail ticket was cancelled within stipulated time frame where journey was not performed. The individual is personally responsible for the cancellation of such tickets.
- (xii) All other relevant points which were part of audit of manual warrant should be checked in the DTS system.
- (xiii) Any other important points which LAOs requires to be checked/verified through the system.
- 4. In addition to the above audit points, LAOs are also requested to check/ensure whether additional LTC(First: LTC Home Town, Additional: LTC Special)is being utilized for the personnel entitled for that only.
- 5. Any violation of rules/entitlements/authorizations which comes in the notice during audit of the system by LAOs should be brought in the notice of this HQrsoffice and concerned PCDA/CDA office without any delay.
- 6. Action point: Suitable and early action is required to be taken by the LAOs as per para 3 to 4 above. It is requested to issue suitable directions to all the LAOs under your jurisdiction. It is also requested to ensure regular feedback (Format enclosed) is being forwarded from each LAOs to this HQrs Office after completion of each audit period.

Jt. CGDA(IT&S) has seen.

(Ashok Kumar) ACGDA(IT& S)

LIST OF ARMY UNITS FOR STOPPAGE OF WARRANTS

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Annexure- "B"

(Format of feedback from Local Audit Office on audit of Defence Travel System)

1.	Unit User Id	0	
2.	Period of Audit		
3.	No. of New profile created		
4.	No. of ticket booked through	DTS	
5.	No. of manual warrant issued	d during the period	
6.	No. of the ticket cancelled	On official ground	
		On personal ground	
*3 260		Total	· · · · · · · · · · · · · · · · · · ·
7.	Feedback from the unit		f c
8.	Reason for the issuing of manual warrants and problems detected during audit		
9.	Remark of the LAO		
10.	Details of the LAO (Name, Address, Contact No., Mob. No. and e-mail address)		