



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171
Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171
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No: IA/I/020/Circular/Vol-VI
Date: 28/12/16

To
All LAOs

Sub: Audit of Defence Travel System (E-ticketing): Local Audit Office.
Ref: HQrs office letter no. EDP/600/E-ticketing/LAO dated 08/12/2016.

Please find enclosed herewith the HQrs Office letter no cited above 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 attached herewith under intimation to this office please.

Please acknowledge receipt.

Encl: As above.

— sd —
B Ghosh
Sr. AO (IA)

Copy to:

1. The CGDA : For kind information with respect to above referred letter please.
Ulan Batar Road, Palam
Delhi Cantt-110010
2. The Officer-in-Charge : Upload this in the CDA Guwahati website.
EDP Section

B Ghosh
Sr. AO (IA)



सत्यमेव जयते

DA

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

EAST BLOCK-X, R K PURAM, Sector-1 NEW DELHI-110066
Phone No.: 011-26108268/26108269 /Fax No.: 011-26163403
E-mail: helpdesk@pcdatravel.gov.in

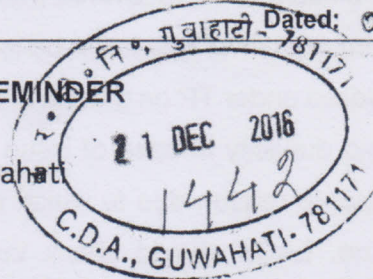


No. EDP/600/E-ticketing/LAO

Dated: 08-12-2016

REMINDER

To
The Controller of Defence Accounts, Guwahati
Udyan Vihar, Narangi, Guwahati-781171



Subject :- Audit of Defence Travel System (E-ticketing): Local Audit Office
Reference :- HQrs office letter No.EDP/600/E-ticketing/LAO dated-03/03/2016 and
31/05/2016

Please refer to the letter cited above wherein instructions were issued to the PCDA/CDAs to 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. A list of 25 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. However, feedback on audit conducted of units is still awaited.

2. It is once again requested to instruct LAOs to conduct audit online through DTS for booking/cancellation made by Defence Personnel on the Defence travel system from their respective units/other units (exceptional cases) using the log-in-ids (PKI tokens) from 'REPORT' tab available in the MB/CO tokens.

3. **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.
- (iii) Tickets are booked as per rules regarding entitlement of class.
- (iv) Duty station/Nearest Railway Station of Duty station/Nearest Airport, Home Town/ Nearest Railway Station of Hometown/ Nearest Airport, Separate Place of Residence/ Nearest Railway Station of Separate Place

of Residence /Nearest Airport has been feed in the system are as per records of Service Book.

- (v) The officer approve 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 liable to be recovered from the officer who issued the tickets.
 - (vi) In no circumstance may ticket be issued for the personal journey which is not covered under TR on ground of refund the amount involved in booking.
 - (vii) To avoid duplicity in case of issue of manual warrant in the unit for any unavoidable reason due to which e-ticketing system was not working at that time, LAOs should check that data of the same warrant issued manually is updated in the system (Offline Booking) or not. This data should be updated in system after completion of journey.
 - (viii) The nature of duty for which the journey was undertaken is as per move sanction.
 - (ix) Number of total tickets booked in a year for Form 'D' and all types of LTC.
 - (x) In case of cancellation of tickets on personal/official ground, whether sanction of the same has been obtained from competent authority or not.
 - (xi) In case of temporary duty move if journey has not been performed whether tickets have been cancelled in appropriate time or not.
 - (xii) All other relevant points which are same as applicable in manual warrant should be checked in the system.
 - (xiii) Any other important points for which are concerned for the LAOs are required to be checked/verified through the system.
4. 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 HQrs office and concerned CDA office without any delay.
5. **Action point:** - Suitable and early action is required to be taken by the LAOs as per para 3 and 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.

Jeet Bahadur Kuma
Sr. AC GDA (IT & S)

Annexure-"A"

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

1.	Unit User Id	
2.	Period of Audit	
3.	No. of New profile created	
4.	No. of ticket booked through DTS	
5.	No. of manual warrant issued during the period	
6.	No. of the ticket cancelled	On official ground
		On personal ground
		Total
7.	Feedback from the unit	
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)	