

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 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)

sdf.
(B. Ghosh)

Sr. Accounts Office (IA)

Copy to:

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

B. Ghosh
(B. Ghosh)

Sr. Accounts Office (IA)

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

EAST BLOCK, R K PURAM, 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: 18-07-2017

The Controller of Defence Accounts
Gyan vihar, Narangi, Guwahati-781001.

Subject - Audit of Defence Travel System (E-ticketing): Local Audit Office
Reference: - HQ's office letter No. EDP/600/E-Ticketing/LAO, Dated 03/03/2016,
31/05/2016, 29/11/2016 and 01/03/2017

Please refer to the letter cited above wherein instructions were issued to the PCDA's/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. 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.

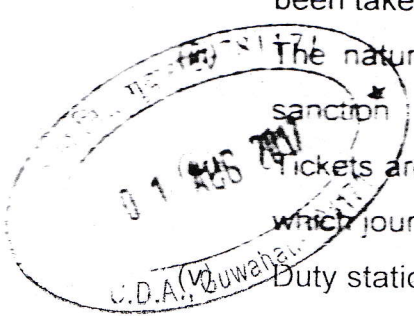
2. It is therefore requested to instruct LAOs to conduct online audit through DTS for booking/cancellation made by Defence Personnel on the Defence travel system in their respective units/other units (exceptional cases) using the log-in-ids (PKI tokens) from 'REPORT' tab available in the MS/CO tokens

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.

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

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



- (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 ticket was 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 authority has 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 HQs office 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 HQs Office after completion of each audit period.

Jt. CGDA (IT&S) has seen.


(Ashok Kumar)
ACGDA (IT & S)

Annex: 'A'

AnnexLIST OF ARMY UNITS FOR STOPPAGE OF WARRANTS

S.NO	UNITS	REMARKS
1	HQ 91 INF BDE	
2	2110000000	
3	OTA CHENNAI	
4	DSSC WELINGTON	
5	MADRAS REGT CENTRE	
6	HQ ANDHRA & TELANGANA	
7	MC EME	
8	AGC CENTER	
9	HQ 54 INF DIV	
10	HQ 47 INF BDE	
11	AGC CENTRE SOUTH BANGALORE	
12	AGC SUB AREA BANGALORE	
13	AGC CENTRE NORTH BANGALORE	
14	SELECTION CENTRE SOUTH	
15	HQ MG & G AREA MUMBAI	
16	HQ SOUTHERN COMD	
17	MH KIRKEE	
18	PUNE SUB AREA	
19	HQ 41 ARTY DIV	
20	ARTY CENTRE NASIK ROAD	
21	HQ 97 ARTY BDE	
22	HQ 98 ARTY BDE	
23	CAD. PULGAON	
24	HQ 31 INF BDE	
25	HQ 11 INF DIV	
26	HQ 85 INF BDE	
27	HQ 75 (I) INF BDE	
28	HQ 11 ARTY BDE	
29	SELECTION CENTRE CENTRAL BHOPAL	
30	HQ PURVA UP & MP SUB AREA	
31	COM JABALPUR	
32	GRENADIERS CENTRE	
33	HQ MADHYA BHARAT (MB) AREA	
34	BASE WKSP. JABALPUR	
35	HQ 115 INF BDE	
36	HQ 72 INF BDE	
37	ARMY WAR COLLEGE. MHOW	
38	HQ EASTERN COMD	
39	HQ RTG ZONE KOLKATA	
40	COMD HCSP. KOLKATA	
41	HQ 64 MTN BDE	
42	HQ 100 MTN BDE	
43	HQ 27 MTN DIV	
44	HQ 23 INF DIV	
45	HQ 16 (I) ARMD BDE	
46	HQ 33 MTN BDE	

	HO 17 CORPS	47
	HO 61 INF BDE	48
	OTA GAYA	49
	HO 39 GORKHA TRG CENTRE	50
	HO 41 INF BDE	51
	HO LUCKNOW SUB AREA	52
	HO 4 INF DIV	53
	HO 62 INF BDE	54
	HO 7 INF BDE	55
	HO 31 ARMED DIV	56
	HO 27 ARMED BDE	57
	HO 34 ARMED BDE	58
	HO 94 ARMED BDE	59
	HO 50 (I) PARA BDE	60
	COD AGRA	61
	HO 1 CORPS	62
	HO 22 INF DIV	63
	HO 49 INF BDE	64
	HO 6 MTN DIV	65
	HO 116 INF BDE	66
	HO 14 ARTY BDE	67
	HO SWC	68
	HO 140 ARMED BDE	69
	HO 61 SUB AREA	70
	HO 4 (I) ARMED BDE	71
	HO 46 INF BDE	72
	HO 16 INF DIV	73
	HO 6 (I) ARMED BDE	74
	HO 170 INF BDE	75
	HO 12 CORPS	76
	HO JODHPUR SUB AREA	77
	HO 24 INF DIV	78
	HO 8 INF BDE	79
	HO 18 INF DIV	80
	HO 340 (I) MECH BDE	81
	HO 74 INF BDE	82
	HO 475 ENGR BDE	83
	HO 374 COMP ARTY BDE	84
	HO 42 ARMED DIV	85
	HO 18 ARMED BDE	86
	HO 15 INF DIV	87
	HO 51 INF BDE	88
	HO 78 INF BDE	89
	HO 21 SUB AREA	90
	HO 86 INF BDE	91

92.	HQ 96 INF BDE	
93.	HQ 90 INF BDE	
94.	HQ 29 INF DIV	
95.	HQ 16 (I) ARMD BDE	
96.	HQ 2 (I) ARMD BDE	
97.	HQ 37 INF BDE	
98.	HQ 29 INF BDE	
99.	HQ 48 INF BDE	
100.	HQ 65 INF BDE	

Annexure- "B"

(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)	