

Important Circular  
Controller of Defence Accounts(Army)  
Meerut Cantt

No. AN/V/TA /DA/LTC /Circular

Dated: 18 July 2017

To,

1. Area Accounts Office(Army), Agra
2. PAO(ORs)BEG, Roorkee
3. PAO(ORs),GRRC, Lansdowne
4. PAO(ORs),JRC, Bareilly
5. PAO(ORs),RVC,Ranikhet
6. PAO(ORs), Meerut
7. Area Accounts Office(Army),Dehradun
8. AO,IMA Dehradun.

**Sub: Implementation of Phase-III; E-ticketing for Defence Civilians including DAD**

\*\*\*\*\*

After successful completion of the II phase of E-ticketing for Defence personals the Third Phase of E-ticketing have been implemented for Defence Civilians including DAD by CDA (Army), Meerut for the employees under the jurisdiction of the CDA(A), Meerut.

2. The Defence Travel System facilitates the entitled Defence Civilians to book Air tickets while performing journey on LTC (All-India and Home Town) along with domestic travel on Temporary Duty/permanent posting.

3. While forwarding the requisition for booking Air Tickets through Defence travel system, the information required as mentioned in the Proforma enclosed is required to be forwarded to the main office for creating the travelers profile on the system.

4. Main office will book the Air tickets for the officials/officers concerned and the copy of the E-ticket will be received by the individual on their E-mail account. The concerned official/officer will download the hard copy of the ticket from their Email.

5. During journey officer/officials have to carry the hard copy of the ticket and a identity proof with them.

6. After completion of the journey officers/officials have to submit the adjustment claim within 15 days along with the boarding passes and other required document as laid down in TA/DA/LTC rules.

7. All the officers/officials may be encouraged to utilize the of booking tickets through the DTS.

The content of the circular may be got noted from all officer/staff for compliance.

Encls: Proforma

→ Sd →  
(K.K.Ahuja),  
DCDA(AN)

✓ Copy to  
EDP for uploading on the CDA(Army) website.

  
Sr.AccountsOfficer (AN)

**Proforma**

1. Name of the Government Servant :
2. Designation
3. Emp. Code No. : PAN No.
4. Date of entering the Central Government service :
5. Basic Pay :
6. Whether Permanent or Temporary :
7. (a) Home Town as Recorded in the Service Book  
(b) Nearest service station Railway Station  
(c) Nearest Home Town Railway Station  
(d) Nearest Home Town Air Port  
(e) Nearest Service Station Air Port Railway Station :
9. Email ID of the official :
10. Whether wife / husband is employed: YES / NO & if so whether entitled to L.T.C. : YES / NO
11. Whether the concession is to be availed for visiting home town : YES / NO  
and if so Block Year for which L.T.C. is to be availed **Block Year** .....
12. If the concession is to visit "ANYWHERE IN INDIA", Name the place to be visited :  
Block Year for which L.T.C. is to be availed. **Block Year** .....
13. Nature of leave ..... from ..... to.....
14. Temporary Duty Station :
15. Proposed date for onward journey :..... Proposed date for return journey :..... for which ticket is required.
16. Details of family

S.No.	Name	Age	Relationship

17. I declare that the particulars furnished above are true and correct to the best of my knowledge

In the event of cancellation of the journey due to my personal reason, I hereby give undertaking to bear the charges of cancellation of tickets.

Dated :

**(Signature of the applicant)**