

**Controller General of Defence Accounts,  
Ulan Batar Road, Palam, Delhi Cantt-110010**

**IMPORTANT CIRCULAR**

No. AN/XIV/14162/TA/DA/LTC

Dated:23.01.2012

To

All PCsDA/CsDA  
(Through CGDA Mail Server)

Subject: Instructions on booking of tickets from an agency other than the authorized travel agents.

Reference: **This HQrs office Important Circular bearing even number dated 24/8/2011**


Attention is invited to Ministry of Finance, Deptt of Expenditure, OM No. 19024/1/2009-E.IV dated 16.9.2010 reiterating guidelines on Air Travel on Tours/LTC, circulated vide this HQrs office circular bearing No.AN/XIV/Vith CPC/Circular/Vol-IV dated 16/09/2010 and this HQrs office important circular dated 24/8/2011, wherein it was requested to give wide publicity to the guidelines issued by the Ministry of Finance, Deptt of Expenditure concerning air travel and booking of air tickets only from authorized travel agents by Officers/Staff of the Defence Accounts Department.

2. In spite of repeated instructions/important circulars issued by this HQrs office on the matter, a number of cases are still being received in this HQrs office seeking clarification/relaxation on admissibility of TA/DA/LTC claims, on journeys performed by Air India/Private airlines by officers, on Tour/LTC by purchasing air tickets through private travel agent other than Balmer Lawrie & Company and M/s Ashok Travels & Tours in violations of the guidelines laid down in Ministry of Finance, Deptt of Expenditure, OM dated 16/09/2010.

3. **This has been viewed very seriously by the Competent Authority and once again reiterated that in terms of the provisions contained in MoF, Deptt. of Expenditure OM dated 16/09/2010, air tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of authorized Travel Agents viz M/S Balmer Lawrie & Company, M/s Ashok Travels & Tours. In the event of air journey being performed by private airlines on Tour/LTC, by seeking deviations from Ministry of Civil Aviation, the bookings of tickets is also required to be done invariably through the authorized travel agents only.**

4. The contents of this important circular may please be given wide publicity and brought to the notice of all concerned serving under your office/organization. It is further directed that all cases of air travel where the guidelines issued by MoF, Deptt of Expenditure have not been followed, are to be disallowed at your end without any reference being made to this HQrs office.

Please acknowledge receipt.

  
(ZVS Prasad)  
Jt.CGDA (AN)