



कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

Tel No. 0361 2640394, 2641142 Fax No .0361 2640204 Email – cda-guw@nic.in



No: AN/II/TA/DA/CIRCULAR FILE

Dated: 19/04/2023

IMPORTANT CIRCULAR

To

The Officer-in-Charge
All Sections of Main Office
All Sub Offices under CDA Guwahati.

Subject: Modification of Instructions regarding Booking of Air Tickets on Govt. Account in r/o LTC /Ty. Duty regarding.

Reference: This office letter of even No dated 05/09/2022.

1. In terms of F.No. 31011/12/20 GOI. Ministry of Personnel, Public Grievances & Pensions DOPT letter dated : 29/08/2022 and OM No- 19024/03/2021-E.IV dated 16.06.2022 in all cases of air travel in r/o LTC/TA DA , air tickets shall be purchased from the three Authorized Travel Agents (ATAs) only and the printout of the concerned webpage of authorized travel agent is required when any government employee entitled to air travel , may apply for advance with the printout of the concerned webpage of 3 ATAs having suitable flight and fare details for the purpose of the settlement of the claims.
2. Of late, it has been observed that most of the TA/DA on temporary duty as well as permanent posting and LTC bills (both advance and final) are being submitted in this section without the printout of the webpage of authorized travel agent (3 ATAs) where in suitable flight and fare details under the three hours time slot are available to determine the cheapest fare and flight to process the claim.
3. Therefore, all concerned are requested to ensure strict compliance to the above instructions.

P.T.O


(RANTI SANKAR SAIKIA, IDAS)
ACDA(AN)



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Dated: 19/4/2023

Copy to:

- ✓ 1. EDP Section
2. Notice Board

For uploading in CDA Guwahati Website please.


(Bimal Rajbongshi)
Sr.AO
AN-II,Gp-II