

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
NO. 618 ANNA SALAI, TEYNAMPET, CHENNAI 600018**

No. AN/IV/3004/TADA/LTC/Corres

Dt 09/11/2018

**IMPORTANT CIRCULAR**

**Sub :- Instruction on booking of Air tickets from Agency other than Authorised Agents**

The undersigned is directed to refer to the instructions issued from time to time on the above noted subject and to say that the Government employees are required to book their air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorised Travel Agents viz. 'M/s Balmer Lawrie & Company', M/s Ashok Travels & Tours' and 'IRCTC' while undertaking On Duty Tours and LTC journey(s).

2 In number of cases, it has been noticed that the aforesaid instructions are not being followed and as a result many representations are being received for relaxation from DOP&T. The most common reasons given by the employees that they are unaware of the rules and non-availability of Authorised Travel Agents at places where they are serving – in such cases, the option of booking directly from the airlines through their website is available. In no case the booking of tickets through any other agency is permissible.

3 This instruction / HQ circular no. AN/XIV/14162/TADA LTC Deviation Vol V dt 3/7/2017 had already been brought to the notice of all concerned vide this Office Part I O O No. 14 dt 06/07/2017. Purchasing air tickets from unauthorized agent has been viewed seriously by the Competent Authority, and it is once again reiterated that the air fare claimed on booking of air travels from an authorised agents viz. Make my trip, paytm etc will be disallowed and no representation will be entertained. HQrs Office has also instructed not to forward representations to them in this regard. The staff are therefore informed that representations in this regard to HQrs Office will yield no result.

4 In addition to the above, as there is an acute shortage of funds under the TADA head, entitled Officers / staff are directed to travel by train by entitled class during temporary / permanent duty moves. In case of travel by Air, prior permission of CDA is to be obtained. Therefore, TD moves may please be planned well in advance. Permission of CDA to travel by Air may not be sought as a matter of routine, because, it will be considered on case to case basis on public interest and based on merits of the case.

The contents of the circular may be noted by all the concerned for information, guidance and compliance.

This issues with the approval of CDA.

To All SAOs /AOs in Main Office  
All Sections of Main Office  
All Sub Offices under CDA Chennai  
PS to CDA

  
Asst Controller