



सत्यमेव जयते

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No. Mech/EDP/861/E-T /Air

Dated: 15/09/2016

To,
The PCsDA/CsDA,

Subject: Air Travel – Accounting and Payment by PAO.

Reference: HQrs Office letter no. Mech/EDP/861/E-Ticketing/Phase-III dated-21-12-2015.

It is intimated that under the e-Ticketing system- wherein Rail Tickets are being booked in lieu of warrants, an Air travel module has also been launched in collaboration with Balmer Lawrie to cover all types of moves like Temporary Duty, Permanent Transfer, LTC All India and LTC Home Town. Air tickets are being booked through DTS since 11 September 2015 by various units across Services under different PAOs. The payment procedure as agreed between CGDA and Balmer & Lawrie is post payment.

2. All PCsDA/CsDA/PCA(Fys) along with this HQrs office has been issued two set of tokens/login-id for this purpose.

(a) One set of Token /Login-Id for DAD Employee: - For booking of Air Tickets i.e. **Master Booker Tokens** and **Competent Authority Approval Tokens** for booking of Air Tickets for entitled DAD officers (already issued during training in the Jan, 2016).

(b) PAO tokens for generating and downloading of system generated booking details /Bills and invoices of air tickets booked for DAD entitled officers for payment. Such Tokens (Issued recently) cannot be used for booking of Air Tickets.

3. **Process of Booking of Air Tickets:** As mentioned in para 2(a) above, one set of Token/Login Id has already been issued for DAD Employee for profile creation of all officer/staffs entitled to travel by Air and booking of Air Tickets.

