
	Government of India Defence Accounts HeadQuarters (Defence Travel System, E-Ticketing Project) EAST BLOCK-X, R K PURAM, Sector-1 NEW DELHI- 110066 Phone No.: 011-26700300/011-26163404 Fax No.: 011-26163403 E-mail : admndts.dad@hub.nic.in	
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No. EDP/600/E-Ticketing/Phase IV

Dated: 21/04/2022

To

All PCsDA/CsDA

Subject: Training on Phase-IV of Defence Travel System for DAD Offices.

The CGDA has accorded approval for the launch of Phase-IV of Defence Travel System (DTS), in regard to online submission and processing of Final Claims of TA/DA on DTS Portal for the DAD Officers and Personnel. In this regard kindly refer to this office letter of even number dated 07.01.2022, 12.01.2022 and 06.04.2022 respectively, as uploaded on to the CGDA's website.

2. Requisite **Training** for the Phase-IV of DTS is essential for all the DTS Users for due understanding and usage of the system. Therefore, a comprehensive online training for nominated participants from PCsDA/CsDA offices will be conducted on **25th April 2022** and **27th April 2022**. Most of the offices have furnished details of nodal officers. The training for these offices will be conducted on 25th April, 2022. The details of the offices are attached as Annexure - A. The training for the offices that have not furnished nodal officer details, will be conducted on 27th April 2022. The Schedule of the training is attached as Annexure - B.
3. In this regard, officers/staff from Admin and TA/DA Section (For DAD personnel) of your office, who will be using DTS for ticket booking and for Claims Settlement respectively, may be nominated as participants. The details (Name, Designation, Email Id, Mobile Number, Section in which working, Office Name) of the officers/staff attending the online training and any queries in this regard may be sent via email to **<admndts.dad@hub.nic.in>/<techdts.dad@hub.nic.in>**.
4. It is once again emphasized that the section codes and Dv no. range as requested to be furnished vide this office letter of even number dated 06.04.2022, are still awaited from many of the offices. This information is critical for implementation of the system. You are therefore, requested to forward the same immediately to enable completion of records before the final launch of the DTS Phase IV in the first week of May, 2022.

5. The user log in ID in the form of USB tokens for enabling booking through DTS have already been made available to all concerned. However, only few offices are using the USB tokens. The token have definite validity. The validity of the tokens available with the Offices concerned may be checked at the user end. New set of tokens for booking purpose (MB token), for Controlling Officer (CO) and for personnel dealing with final settlement claims(Audit and payment) shall also be dispatched by speed post. For activation of the tokens thus dispatched from the DTS Office, a confirmation call from the concerned Nodal Officers to DTS Nodal Officer in DAD Headquarters, will be required. The tokens thus being made available to the Users, shall be required to be valued as Government Stores and to be taken received on charge as per Governing Rules.

The above stated communication may be accorded highest priority.

Neena Sen, IDAS
Assistant CGDA (DTS)

Annexure A

S No.	PAO NAME	Nodal Officer
1	PCDA (R&D), New Delhi	Smt.KamleshKumari, JCDA
2	CDA (Funds), Meerut	Sh.VikramKath, ACDA
3	CDA Jabalpur	Sh.Hanuman Yadav, Jt. CDA
4	CDA (N/CG), New Delhi	Sh.RakshKumar, IDAS
5	CDA Patna	Sh.Ashish Kumar Verma, DCDA
6	CDA (PD) Meerut	Sh.AdityaKumar, IDAS
7	CDA (R&D), Bengaluru	Sh. Rahul Kumar Dubey, IDAS
8	CDA (R&D), Hyderabad	Sh.P.Sainath, IDAS
9	PCDA (AF), Dehradun	Sh.SanjeevKumar, ACDA
10	PCDA Bengaluru	Ms.Nirmala B Iyer, DCDA
11	PCDA (BR), New Delhi	Sh.K V L Akshay, ACDA
12	PCDA (CC), Lucknow	Sh.RankajPraksh, DCDA
13	PCDA Chandigarh	Smt.IndiraGarg, ACDA
14	PCDA (SC) Jaipur	Sh.Mohan Lal Meena, DCDA
15	PCDA (N), Mumbai	Sh.DhirajKumar, DCDA
16	PCDA, New Delhi	Ms.KavyaTangirala, ACDA
17	PCDA (P), Allahabad	Sh.Abhishek Singh, Dy.CDA
18	PCDA (NC), Jammu	Sh.ManoharLal, ACDA

Annexure B

S No.	Topic	Mode	Session Timings
1	Introduction to Defence Travel System	Presentation	10:30 to 11:15
2	Starting up (Installation and Token usage)	Hands on	
3	Profile Creation/Transfer and Entering Budget	Hands on	11:15 to 12:00
4	Booking/Cancellation of Air & Rail Tickets	Hands on	12:00 to 13:30
5	Request of Advances for TD, PT & LTC journeys	Hands on	
	Lunch Break		
6	Online Submission of Claims and its Approval	Hands on	14:30 to 16:00
	Tea Break		
7	Audit of Claim and Payment to Individual	Hands on	16:30 to 17:00
8	Management of Demand Register	Hands on	17:00 to 17:45
9	Reports & Queries	Hands on	