



“हर काम देश के नाम”

रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665567 email: admn5.cgda@nic.in



1947 TO 2047

No. AN/V/5066/Misc/CENTRAD

Dated: 20.02.2025

To,

All PCsDA/PIFAs/CsDA/IFAs/RTCs
(Through CGDA's website/WAN)


Subject: Allotment of Guest House in CENTRAD, OTI Gurgaon & Panchvati-reg.
Ref: HQrs office letter No. AN/V/5066/Misc/CENTRAD dated: 28.03.2024

Guidelines related to booking of Guest House/Transit-accommodation in Delhi have been circulated previously vide above referred letter.

2. The following guidelines are reiterated:

- a. All officers (serving/retired) may submit their request for allotment of room booking at least 3 working days in advance on e-mail id (admn5.cgda@gov.in).
- b. Requests for booking of accommodation may be submitted in the format available on CGDA website (also being enclosed herewith).
- c. Details of guests intending to stay in the Guest House, including their relation with government servants, may be mentioned. The guests are also requested to carry a valid government Identity Card, a copy of which shall have to be deposited at the reception at the time of Check-in.

This issue with the approval of Sr. Jt. CGDA (AN).


20.02.25
(Geetika Singh Battu)
Dy. CGDA (AN)

PROFORMA FOR RESERVATION OF ACCOMMODATION

To

The Senior Accounts Officer (Administration)

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Subject: Booking of Accommodation in Transit Facility/Holiday Home/DAD
Guest House at.....

1. Name :
- Designation :
- A/c No. :

2. Officer Where Serving :
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3. Purpose of Visit : Official or Private.....

4. No. of Persons & Details :
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-

5. Period of Stay in the GH/ :
- Transit Facility/Holiday :
- Home: :

6. Address :
-

7. e-mail :

Place:
Date

Signature of the Officer