

DEFENCE ACCOUNTS DEPARTMENT

ONLINE
GUEST HOUSE ACCOMMODATION
BOOKING SYSTEM

(User Manual for Applicants)

Web Application Designed, Developed and Hosted by CGDA
Contents Owned, Maintained and Updated by Defence Accounts Department.

BEST VIEWED IN GOOGLE CHROME BROWSER

1. INTRODUCTION:

Defence Accounts Department has been mandated with the responsibility of Accounting, Payment, Audit and rendition of Financial Advice to the Defence Services and Defence Organizations such as Defence Research Development Organization, Ordnance Factories, Border Roads Organization, Coast Guard etc. The Department's history can be traced back to over 265 years. The Department is headed by the Controller General of Defence Accounts and the Headquarters of the Department is located at Ulan Batar Road, Delhi Cantt. Sub Offices of the Department are spread all over the country.

Continuous expansion of functional responsibilities and activities of the Department over a period of time has resulted in frequent movement of officers and staff to various stations on temporary duties and inspections etc. The Department has largely been dependent on defence services for accommodational needs of visiting officials. But to their own requirement, defence services are unable to provide guest house/transit accommodation for visiting DAD Officers and Staff. To overcome this problem, Department has taken up construction of Guest House and Transit Accommodation pan India. With consistent efforts and as a welfare measure, Department has so far established guest houses/transit accommodation/holiday homes at 34 stations. The facilities of guest houses/transit accommodation/holiday homes created by the Department are offered to the following category:

- a. Serving Officers and Staff of Defence Accounts Department
- b. Retired Officers and Staff of Defence Accounts Department
- c. DAD Officers and Staff on Deputation
- d. Serving Officers and Staff of Other Central Government/State Government/ PSUs
- e. Retired Officers and Staff of Other Central Government/State Government/ PSUs.

This web application has been developed to provide information about Guest House/Transit accommodation/Holiday Homes and their booking. Through this website DAD welcomes online application registration for booking of Guest House/Transit accommodation/Holiday Homes.

2. AUDIENCE:

The targeted audience of the web application are;

- (a) Applicants (Category of Officers and Staff as mentioned above)
- (b) Administrators of Guest House Booking Management System of Defence Accounts Department.
- (c) Office and Section responsible for web content updation (Content Manager)
- (d) Web application Administrator

3. OPERATIONS INSTRUCTIONS FOR APPLICANTS

To start the application, type the following URL in the internet browser:

<http://dadguesthouses.in>

As soon as the link opens, the home page will appear. User can access to the various features as per requirement. The home page screen is given below:

HOME PAGE OF GUEST HOUSE



Home page screen is used as gateway to provide information about Guest Houses and option for registration of users online. Images of some of the DAD guest houses are displayed on the right side of home page with the image of HQrs Office at Centre. The home page has following options:

About DAD	Overview of the Department
DAD Guest House	Provides information about DAD Guest House/Transit accommodation/Holiday Homes.
Visitors Login	Facilitates for registration of new user, Options for checking the availability of accommodation, Booking of accommodation, status of application etc.
Management login	Link for internal system for Defence Accounts Department
Feedback	User can provide feedback about the web application as well as the Guest House.

4. ABOUT DAD

On clicking the link, the following screen will appear. The screen displays the information about Defence Accounts Department (DAD), History and brief on Landmarks in the history of DAD.

The screenshot shows the homepage of the DAD Guest House Booking Management System. The header is dark blue with the Ministry of Defence logo on the left and the DAD logo on the right. The text in the center reads: 'रक्षा मंत्रालय Ministry of Defence रक्षा लेखा विभाग Defence Accounts Department अतिथि गृह बुकिंग प्रबंधन प्रणाली Guest House Booking Management System'. Below the header, it says 'Welcome : Guest' and has a 'Home' link.

About DAD

History

Landmarks in the history of Defence Accounts Department

[BACK](#)

5. DAD GUEST HOUSES

On clicking this link, the following screen appears.

The screenshot shows the 'About Guest Houses' page of the DAD Guest House Booking Management System. The header is the same as the previous screenshot. Below the header, it says 'Welcome : Guest' and has a 'Home' link. The main content area is light blue and contains the following sections:

- Select Guest House:** A dropdown menu showing 'Ahmedabad' and a 'Types of Room' button.
- Types of Room:** A table showing room types and their status for Ahmedabad.
- List of Guest Houses:** A list of guest houses across various cities.
- Terms & Conditions:** A list of conditions for booking.
- Preference will be given to DAD serving Officers and Staff:** A table showing room preferences for On Duty and On Leave.

Types of Room	No. of Room	Room Status
VVIP Suites	1	AC
VIP Rooms	1	AC
Rooms	4	Non AC

Station-wise list of guest houses:
Jammu, Jodhpur, Kochi, Kolkata, RTC Kolkata, Lansdowne, Leh, Lucknow, RTC Meerut, Mumbai, Nashik, Patna, Pathankot, Port Blair, Pune, Ranikhet, Shillong, Shimla, Subathu, Visakhapatnam, Varanasi, Wellington.

Terms & Conditions

- Allotment of accommodation will be on the basis of Pay Band and Grade Pay of the Visitor.
- Advance Booking of the Guest Houses will not be later than 15 days of the current date.

Preference will be given to DAD serving Officers and Staff.

Category	On Duty			On Leave		
	VVIP Suites	VIP Rooms	Rooms	VVIP Suites	VIP Rooms	Rooms

Through the links available on the Guest House screen above, the following information can be obtained:

Select Guest House	Guest House can be selected from the drop down box.
Type of rooms	On selection of Guest House, through pop window, details and Types of Rooms in the in the guest house.
Terms and conditions	Information on Terms and conditions for allotment
Rates	Information about the charges/rates for Guest House/Transit accommodation/ Holiday Homes

6. EXISTING USER LOGIN

Instructions:

1. If the applicant is new user; provision for new user registration is available on the screen.
2. PAN No. of the applicant with the user id
3. Password should be 8 to 14 alphanumeric letters which should include 1 Upper Case Character and 1 Special Character viz @#\$ etc.
4. Computer generated code to be entered in the relevant box for authentication
5. Option is available to reset the password/user id.

7. NEW USER REGISTRATION:

Link for registration for the first time.

The screenshot shows the 'New User Registration' page. The header includes the Ministry of Defence logo and the text: 'रक्षा मंत्रालय Ministry of Defence रक्षा लेखा विभाग Defence Accounts Department अतिथि गृह बुकिंग प्रबंधन प्रणाली Guest House Booking Management System'. The page is titled 'Welcome : Guest' and 'Home'. The registration form includes the following fields and options:

- User ID (PAN No.):
- Mobile No*: (10 characters)
- Officer Type*:
- Email ID*: (Maximum 50 character)
- User Name*:
- Date of Birth(DD/MM/YYYY)*:
- Department Name/Address*:
- Designation*:
- Pay Band/ Grade Pay*: Grade Pay*:
- Password*:
- Confirm Password*:
- Word Verification:

Note: *Enter a valid email address for further communication.

Applicant Details: User id will be the PAN No.,

Details to be entered by the Applicant viz Mobile No., Officer type (may be chosen from drop down box), e-mail id, name, date of birth, department Name & address, designation, payband (selection from combo box), grade pay (selection from corresponding combo box), Password and confirm password (Password should be of 8 to 14 alphanumeric letters which should include 1 Upper Case Character and 1 Special Character viz @\$ etc).

The numeric word verification may done by the applicant for creating account and generating One Time Password. The OTP generated by the system, will be received on the registered mobile of the applicant. For receiving OTP, the mobile number should not be in DND (Do not Disturb) service. The OTP received by the applicant needs to be entered on the following screen;

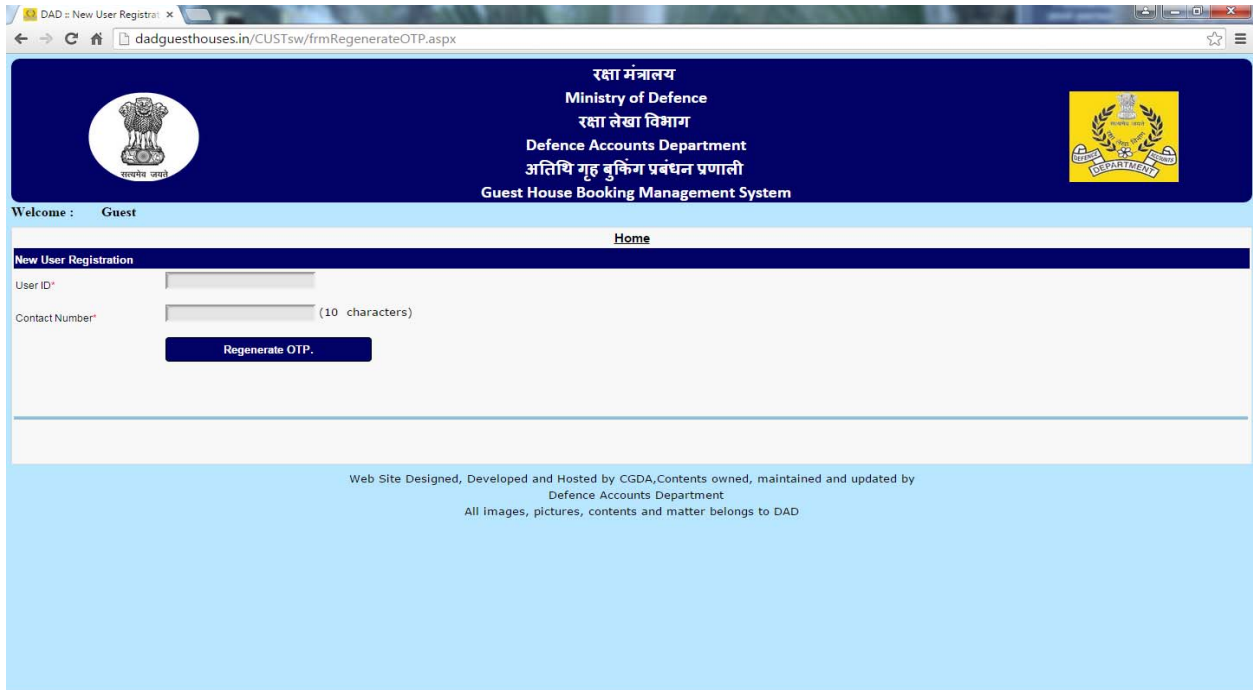
The screenshot shows the 'Please Enter OTP for Registration' page. The header is identical to the registration page. The page is titled 'Welcome : Guest' and 'Home'. The form includes the following fields and options:

- OTP No*:
-

Note : OTP Code has been sent on your registered Mobile No. To complete your Registration for DAD Guest House Please Enter OTP received on your Mobile No

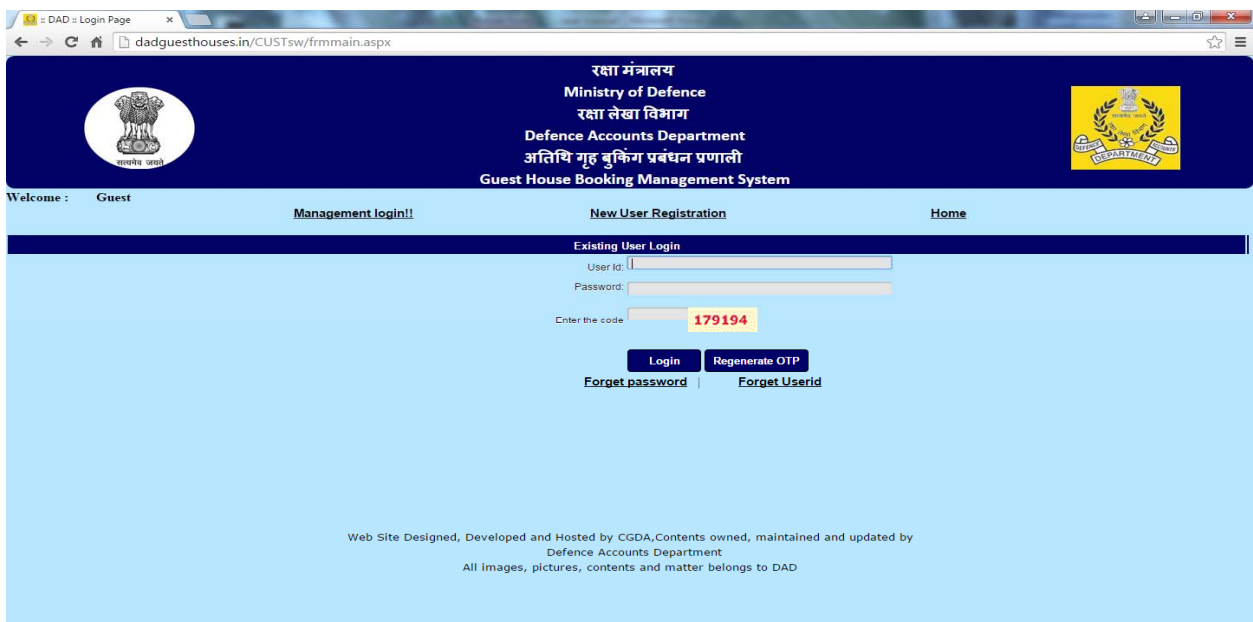
Web Site Designed, Developed and Hosted by CGDA, Contents owned, maintained and updated by Defence Accounts Department
All Images, pictures, contents and matter belongs to DAD

- In case of non receipt of OTP, applicant can regenerate the OTP by clicking 'Regenerate OTP' box. The following screen will appear;



- Applicant may enter his user id and registered mobile number to regenerate 'OTP'.

8. On successfully completion of the above, applicant will be redirected to the following screen:



9. On entering the user id, password and displayed code, applicant will be logged in and the following screen will appear;

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Ministry of Defence
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Defence Accounts Department
अतिथि गृह बुकिंग प्रबंधन प्रणाली
Guest House Booking Management System

Welcome : RAVI KUMAR Logout

Guest House Booking: **Online Room Booking System(Booking Request)**

Check Availability
Online Booking
Cancel Booking
Print Booking Status
Utility:
Change Password

Guest House: Ahmedabad

Check In Date*: 23/04/2015 Hours Select No. of days: 1

Check Out Date*

Check Availability

- Guest house may be chosen from the dropdown box. Check in date, time of arrival and number of days may be selected. Check out date is auto generated.
- On clicking check availability box, following screen will be displayed;

रक्षा मंत्रालय
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Guest House Booking Management System

Welcome : RAVI KUMAR Logout

Guest House Booking: **Online Room Booking System(Booking Request)**

Check Availability
Online Booking
Cancel Booking
Print Booking Status
Utility:
Change Password

Guest House: Ahmedabad

Check In Date*: 29/04/2015 Hours 08 No. of days: 4

Check Out Date*: 03/05/2015 08:00:00

Check Availability

Category	29/04/2015	30/04/2015	01/05/2015	02/05/2015	03/05/2015
VVIP Suites	1	1	1	1	1
VIP Rooms	1	1	1	1	1
Rooms	4	4	4	4	4

Book Now

- Availability of VIP Rooms/Suites will be displayed and accordingly booking of rooms can be made by clicking on 'Book Now' box.

10. BOOKING OF ACCOMMODATION:



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Guest House Booking Management System



Welcome : RAVI KUMAR Logout

Guest House Booking:

Booking Information

Check-in Details

Check In Date* Time days

Guest House*

Booking for*

Visitor Type*

Room Category*

Check Out Date*

Purpose of Visit*

No of rooms*

Billing Information

Room charges(INR)

Amount to Pay (INR)

Users Details

Mobile Number

Department

Email ID

Designation

Main Guest Contact/Identification Details

Visitor Name*

Identity Proof

Postal Address*

Mobile Number

Identity Proof No.*

Email ID

Note :

- Official Communication related to Booking will be done through this Email id. System generated Booking Id for cancellation will be sent to this e-mail Id.
- Please carry a valid photo Identity card along with Booking Slip at the time of Check-in in the Guest house.

Enter the code*

Terms and conditions

Applicant has to select 'Booking For' (Self/Family), Purpose of visit, Room Category, number of rooms. On selection of the above, billing information will be generated. On selecting the subsequent information and on acceptance of terms & conditions, Applicant can book the accommodation by pressing 'Book Now' box.

- On booking of guest house the following pop message will be displayed:

The page at dadguesthouses.in says:

Total Amount to be paid is 480. If you want to proceed please press OK other then press Cancel

OK Cancel

Guest House Booking Management System

Welcome : **RAVI KUMAR** [Logout](#)

Guest House Booking:

Check Availability
Online Booking
Cancel Booking
Print Booking Status
Utility:
Change Password

Booking Information

Check-in Details

Check In Date* 29/04/2015 Time 06 days 3 Check Out Date* 02/05/2015 06:00:00

Guest House* Ahmedabad

Booking for* Self Purpose of Visit* On Duty

Visitor Type* Serving in DAD

Room Category* Rooms No of rooms* 2

- On agreeing to the amount to be paid, the following pop up message will be displayed and SMS will also be received on the registered mobile.

The page at dadguesthouses.in says:

Your request(2) for room reservation from Apr-29-2015 to May-02-2015 has been forwarded to the authority Ahmedabad for approval.

OK

Guest House Booking Management System

Welcome : **RAVI KUMAR** [Logout](#)

Guest House Booking:

Check Availability
Online Booking
Cancel Booking
Print Booking Status

Booking Information

Check-in Details

Check In Date* 29/04/2015 Time 06 days 3 Check Out Date* 02/05/2015 06:00:00

Guest House* Ahmedabad

Booking for* Self Purpose of Visit* On Duty

- Applicant can generate printed copy of the booking request by clicking 'Print Booking Status'

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Guest House Booking Management System

UMAR [Logout](#)

Print Booking Status

Sr No	Cust ID	Cust Name/Address	Ph./ Email	Dest Name	Category	Status	No of units	Check-in date	Check-out date	Amount	Print
1	3	Ravi Kumar, C22 Janak Puri New Delhi	9990787379, uravikumar22@gmail.com	Bengaluru	Rooms	Booking pending for confirmation	1	20/05/2015	25/05/2015	400	Print

[Print](#)

- Cancellation of Booking: For cancellation of booking, applicant may click the 'Cancel Booking' option, which will display the following popup. By clicking 'Cancel' button, the accommodation booked will be cancelled.

रक्षा मंत्रालय
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अतिथि गृह बुकिंग प्रबंधन प्रणाली
Guest House Booking Management System




Logout

Cancel Booking

Sr No	Cust ID	Cust Name/Address	Ph./ Email	Dest Name	Category	Status	No of units	Check-in date	Check-out date	Amount	Cancel
1	3	Ravi Kumar, C22 Janak Puri New Delhi	9990787379, uravikumar22@gmail.com	Bengaluru	Rooms	Booking pending for confirmation	1	20/05/2015	25/05/2015	400	Cancel

Print

- On cancellation, the following pop up will be displayed.



Guest House Booking Management System

Logout

Welcome : **RAVIKUMAR**

Guest House Booking: Cancel Booking

Check Availability	Sr No	Cust ID	Cust Name/Address	Ph./ Email	Dest Name	Category	Status	No of units	Check-in date	Check-out date
Online Booking	1	3	Ravi Kumar, C22 Janak Puri New Delhi	9990787379, uravikumar22@gmail.com	Bengaluru	Rooms	Booking pending for confirmation	1	20/05/2015	25/05/2015
Cancel Booking										
Print Booking Status										

The page at dadguesthouses.in says:

BOOKING CANCELED FOR CUSTOMER ID 3

OK

11. For change of password : Enter the relevant fields and code for change of password.

रक्षा मंत्रालय Ministry of Defence रक्षा लेखा विभाग Defence Accounts Department अतिथि गृह बुकिंग प्रबंधन प्रणाली Guest House Booking Management System	
Welcome : RAVIKUMAR Logout	
Guest House Booking:	Change Your Password
Check Availability	New Password Must be between 8 to 14 Characters including 1 Uppercase letter, 1 Special Character(@, #, \$, *) and Alphanumeric Characters.
Online Booking	Current User ID <input type="text" value="APFPR8549R"/>
Cancel Booking	Current Password: <input type="password"/>
Print Booking Status	New Password: <input type="password"/>
Utility:	Confirm New Password <input type="password"/>
Change Password	Write Code : 614771
	Enter the Code: <input type="text"/>
	Change Password

MANAGEMENT

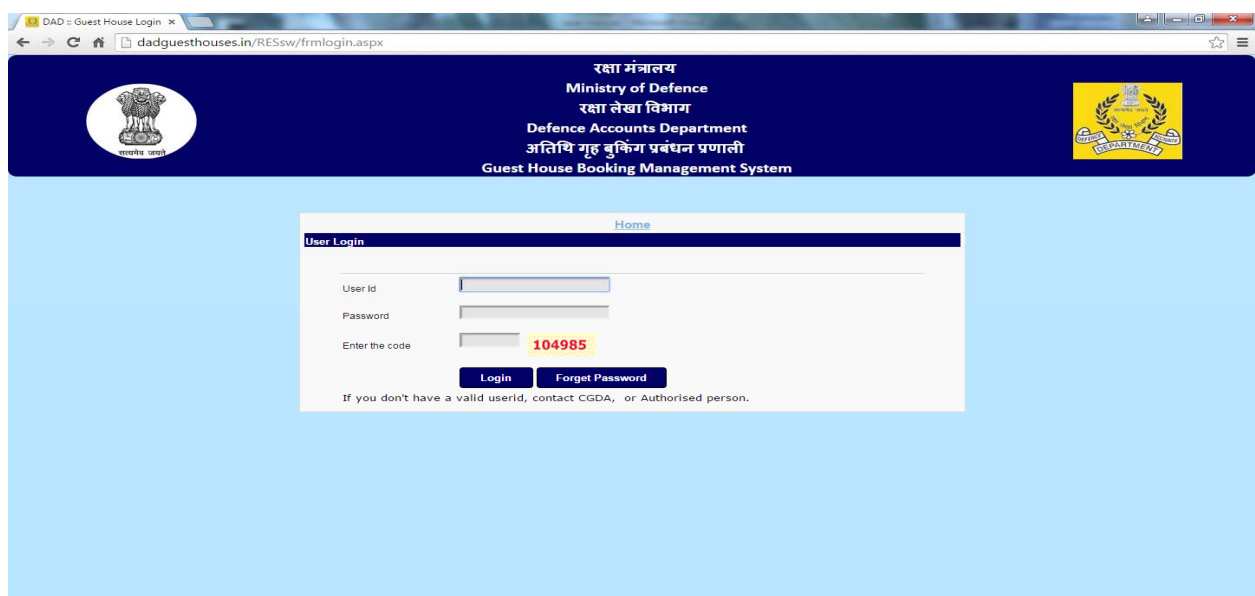
1. Management screens are used by the concerned administrative offices for approval of the booking requests made by the applicants, cancellations of the bookings, generation of various reports relating to booking of guest house accommodations, revenue generation etc.

2. Management module consists of the following;

- (i) Counter In-charge
- (ii) Complex Manager

3. The User Id and Password for various levels of management have been circulated to the concerned.


4. **For login of Counter In-charge:** The designated Counter In-charge, can confirm the request made by the applicant for booking of accommodation, change of rooms, generation of various reports relating to check in, check out, occupancy reports, financial reports, feedback reports etc. By Selecting 'Management Login' on Home Page: On clicking, the following screen will be displayed:




The screenshot shows a web browser window displaying the login page for the Guest House Booking Management System. The page header is dark blue with the Ministry of Defence logo on the left and the system name in Hindi and English on the right. The main content area is light blue and contains a white login form titled 'User Login'. The form has three input fields: 'User Id', 'Password', and 'Enter the code'. The 'Enter the code' field contains the numeric code '104985'. Below the input fields are two buttons: 'Login' and 'Forget Password'. At the bottom of the form, there is a note: 'If you don't have a valid userid, contact CGDA, or Authorised person.'

The User ID, Password and numeric code have to be entered in the relevant fields.

5. On entering the above data, the following screen will be displayed; On this screen, instant booking of the accommodation can be made by the Counter Incharge :



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Guest House Booking Management System



Welcome COUNTER INCHARGE TCEC CHENNAI ! Guest house CHENNAI TCEC !

Reservation Check-in/out Report Slips Re-print Change Password Logout

Instant Reservation

Check In Details

Name of Guest House* Booking for*

Purpose of Visit* Visitor Type*

No of rooms/Beds* Category*

Check In Date* Hours No.ofdays Check Out Date*

Check Availability Position

Resort	Category	29/04/2015	30/04/2015
Chennai TCEC	VVIP Suites	1(0)	1(0)
Chennai TCEC	VIP Rooms	2(0)	2(0)
Chennai TCEC	Rooms	2(0)	2(0)

Billing Information

Rate per Unit per Day(INR) Total Amount (INR)*

Users Information Details

Visitor Name* E-mail

Department Name/Address* Designation*

Nationality

Postal Address* Mobile Number*

Mode of Payment* DD/Credit Card/Rcpt No.*

Remark(If any) DD/Transaction/Rcpt. Date (dd/mm/yyyy)

Purpose Of Visit

Enter the code

Book Now

NOTE:-No of Bed are for Double bed room on sharing basis

6. For 'confirmation/clearance of pending request for booking of accommodation' the same can be invoked from drop down facility provided under the option of 'Reservation' displayed at the top of the screen. On selection the following screen will be displayed;

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अतिथि गृह बुकिंग प्रबंधन प्रणाली
Guest House Booking Management System

Welcome COUNTER INCHARGE BENGALURU ! Guest house BENGALURU !

Reservation ▼ Check-in/out ▼ Report ▼ Slips Re-print ▼ Change Password Logout

All Blocking Request

Bengaluru

Sr No	Booking Id	Visitor Name/Department/Designation	Visitor Address	Visitor email/Phone	Category	No. of Units	Date From	Date to	Remarks	view	Confirm	Reject
1												

From the above screen booking request made by the applicants can be confirmed or rejected.

7. For disabling the accommodation at the station, the same can be done by selecting 'Reservation' displayed on the top of the screen and subsequently 'room disable/enable' option by the Counter Incharge. Specimen of the screen as under;

रक्षा मंत्रालय
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Guest House Booking Management System

Welcome COUNTER INCHARGE CHANDIGARH ! Guest house CHANDIGARH !

Reservation ▼ Check-in/out ▼ Report ▼ Slips Re-print ▼ Change Password Logout

Edit Allotment

Search Guest House Chandigarh Category VIP Rooms Search Refresh

Room No

Paging All Pages

Sr No	Destination Name	Category	Room No	Print/Enable	Disable
1					

11. Counter In-charge can change his Password by clicking on 'Change Password' which leads to the following screen:

रक्षा मंत्रालय
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Defence Accounts Department
अतिथि गृह बुकिंग प्रबंधन प्रणाली
Guest House Booking Management System

Welcome COUNTER INCHARGE TCEC CHENNAI ! Guest house CHENNAI TCEC !

Reservation | Check-in/out | Report | Slips Re-print | **Change Password** | Logout

Change Your Password

Password Must be between 8 to 14 Characters including 1 Uppercase letter, 1 Special Character(@,#,\$,*) and Alphanumeric Characters

Current User * CI_TCEC_che

Current Password*:

New Password*:

Confirm New Password*:

364687

Enter the code:

Change Password

12. **Complex Manager:** Complex Manager is the overall controlling authority of the designated Guest House Accommodation. The facilities featured under Para 5 to 10 above can be done by the Complex Manager. The facility of 'Cancellation of Booking' is available for Complex Manager only. The accommodation booked by the applicant/Counter In-charge can be cancelled by the Complex Manager by clicking 'Cancel Booking' which leads to the following screen.

रक्षा मंत्रालय
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अतिथि गृह बुकिंग प्रबंधन प्रणाली
Guest House Booking Management System

Welcome COMPLEX MANAGER AHMEDABAD ! Guest house AHMEDABAD !

Reservation | Check-in/out | Report | Slips Re-print | **Cancel Booking** | Change Password | Logout

Cancel Accommodation

Cust ID	Cust Name	Cust Address	Category	Unit No	Date From	Date to	Cancel
1							

13. Feedback: Feedback can be furnished by the guest/occupant of the guest house accommodation by selecting 'Feed Back' option on the 'Home Page'. On clicking the 'Feed Back', the following screen will be displayed;

रक्षा मंत्रालय
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Guest House Booking Management System

Welcome : Guest

FEEDBACK FORM

Booking Id: * Mobile No.*

Go
Home

Details Of Booking !
How would you rate this service at CGDA !

	Excellent	Good	Poor
Front Desk	<input checked="" type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Poor
House Keeping/Cleanliness	<input checked="" type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Poor
Airconditioning	<input checked="" type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Poor
Food	<input checked="" type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Poor

Suggestions Complaint !

Cabel TV Viewing Electrical

Plumbing Any Other

Remarks

Save

The Guest of the Accommodation may provide the feedback by selecting/filling the relevant fields displayed on the screen