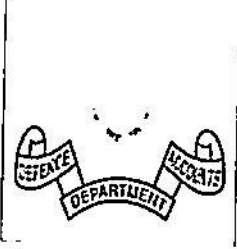


"हिन्दी भाषा राष्ट्र निर्माण में सहायक है"



रक्षा लेखा प्रधान नियंत्रक (रोना) लखनऊ  
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Principal Controller of Defence Accounts (Army) Lucknow  
1 Cariappa Road, Lucknow Cantt. 226002  
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Office Phone No. 0522 2451084/Office Fax No. 0522-2453038  
E.Mail- [pcdacan2.dad@gov.in](mailto:pcdacan2.dad@gov.in)



मं. प्रशा./II/1023/अतिथि गृह

दिनांक: 08/04/2024

सेवा में,

रक्षा लेखा नियंत्रक (क्ष.प्र.के.) लखनऊ  
मार्ग उप कार्यालय  
(वेबसाइट के माध्यम से)

विषय : SOP for allotment of Guest room in CENTRAD and other departmental Guest House in Delhi / NCR.

संदर्भ : मुख्यालय कार्यालय का पत्र संख्या ANV/5066/Misc/CENTRAD दिनांक 28.03.2024 ।

मुख्यालय कार्यालय के उक्त विषय से संबंधित पत्र की प्रतिलिपि सूचनार्थ प्रेषित की जाती है ।  
संलग्न : उपरोक्त

(आर. वी. सिंह, भा.र.ले.से.)  
स. नियंत्रक (प्रशा)

प्रतिलिपि -

सभी IDAS अधिकारियों  
के SPS/PS/PA  
(स्थानीय)

} सूचनार्थ

(आर. वी. सिंह, भा.र.ले.से.)  
स. नियंत्रक (प्रशा)

3/14/24  
90 (AN-11)  
367/14  
3/14/24

3700  
3/14/2024

"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: 011-26893004

7  
आजाद  
उम्त म...

3314  
SAB (AN-11)  
for N.C.  
Asst CD  
for

No. AN/V/5066/Misc/CENTRAD

Date : 28.03.2024

To,  
All PCsDA/PIFAs  
All CsDA/IFAs  
(Through e-mail/WAN)

Subject: SOP for allotment of Guest room in CENTRAD and other departmental Guest House in Delhi/NCR.

Presently, the department is operating three Guest Houses in Delhi/NCR, which are maintained and operated by the HQrs office. A large number of IDAS officers visit Delhi/NCR on regular basis for various official duties as well as for personal reason. Hence, the Guest House rooms available in Delhi/NCR remain in high demand at different levels and the HQrs office receives large number of requests for booking of Guest rooms at CENTRAD, OTI & Panchvati, which are being run by the HQrs office.

2. Hence, in order to streamline the allotment of guest rooms in CENTRAD, OTI & Panchvati, the following SOP/guidelines are hereby being notified to ensure that guest rooms available in Delhi/NCR are allotted in an objective manner. The allotment of guest rooms will be made available as per the following :

## (i) Guidelines for allotment of guest rooms in CENTRAD

Sl No.	Particular of Accommodation	Guidelines for allotment
(i)	VVIP Suite No. 1	Reserved for serving FA (DS)/CGDA
(ii)	Other VVIP Suits	Will be allotted as per the following protocols subject to availability : 1. Serving FA (DS)/CGDA/Spl CGDA ii. Retired FA (DS)/ CGDA/Spl CGDA iii. Serving HAG+/HAG iv. Retired HAG+/HAG
(iii)	VIP Suits -	The VIP rooms (single) will be allotted as per the following SOP : 1. Serving SAG ii. Retired HAG iii. Serving NFSG/JAG (as per availability)

## (ii) Guidelines for allotment of room in OTI/Panchvati

Sl. No.	Particular of Accommodation	Guidelines for allotment
(i)	VVIP Suits	HAG/SAG/NFSG/JAG ( subject to availability)
(ii)	VIP Rooms at OTI	STS/JTS,


3. All IDAS officers are requested to send their request for booking of rooms for CENTRAD, OTI & Panchvati at least 5 days (working days) in advance to Admin Wing of HQrs office at mail id [admn5.cgda@gov.in](mailto:admn5.cgda@gov.in). The allotment of rooms will be done as per the preferences given in Para 2 above and subject to availability of rooms in the ibid mentioned Guest House.

4. It is brought out here that the first preference will be given to serving IDAS officers followed by retired IDAS officers and, thereafter, the allotment will be made for immediate family members and guests of officers subject to availability.

5. IDAS officers of JTS/STS level will be given accommodation in VIP rooms of CENTRAD subject to availability or will be accommodated in Panchvati/OTI Gurugram as per para 2(ii).

6. All IDAS officers are requested to kindly take note of these guidelines for preferential allotment of rooms in DAD Guest Houses in Delhi NCR as above. All out efforts will be made to ensure that the stay in DAD Guest House/Transit Accommodation in Delhi is comfortable and the rooms will be provided as per the protocols laid down above and subject to availability.

This issues with the approval of CGDA.

  
(Navpreet Kaur)  
Sr. Dy. CGDA (AN)

Copy to :

1. SPS to CGDA
2. SPS to All Addl. CGsDA
3. SPS to All Sr. Jt. CGsDA/Jt. CGsDA
4. All IDAS Officers