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 : ……..
   ……...

3. Purpose of Visit : Official …….. or Private……

4. No. of Persons & Details : ……..
   ……...
   ……...

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

6. Address : ……..
   ……..

7. e-mail : ……..

Place: Signature of the Officer
Date