

PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL
Treasury Buildings, Kolkata-700001

OFFICE ORDER

No. Pr. AG (A)/ Rec/CGMM/2019/ 81

Date: 25.06.2025

**Subject: - Booking of Guest House of Office of the Principal Accountant General
(Audit-I), West Bengal at Calcutta Greens, Survey Park, Kolkata-700075**

Guidelines for booking of Guest House of this office at Calcutta Greens, Survey park,
Kolkata-700075:-

1. All requests for booking shall be made through email only at agauwestbengal1@cag.gov.in
2. The email request should contain the following particulars:
 - a) Name of the Guests:
 - b) Duration of the stay (Check-in and Check-out Dates):
 - c) Purpose of Visit (Official/ Personal):
 - d) Copy/ Number of Identity card/PPO
 - e) Relation of the Guest with the IA&AD personnel (if applicable)
3. The request for the booking should be sent atleast 03 days prior to the intended check-in date along with check-out date.
4. The allotment of rooms / suites shall be done in the following priority, based on inter-se seniority:
 - i) IA&AD official on official tour
 - ii) IA&AD officer on transfer
 - iii) Family members and relatives of IA&AD officials
 - iv) Central Government /State Government employees and Local administration officials
5. In case of cancellation the same should be intimated via email immediately upon decision.
6. Rooms will be allotted maximum of 7 days at a time in each case.
7. The revised rates for Guest House Accomodation:

Type of accommodation	IA&AD Official (On duty) (1)	IA&AD Official (On transfer / not on duty /retired person) (2)	Near relative of the IA&AD personnel and Officers of other Govt. Dept.(3)
Double bedroom	Free	230/-	430/-
VIP Suites	Free	350/-	500/-

In case the visiting IA&AD official is booking more than one room, the rent of the other room(s) will be charged as per column 3 of the above table.



Dy. Accountant General (Admn.).

Copy forwarded to the following for information.

1. All Offices of IA&AD
2. All IA&AS Officers
3. Secretary to Pr. Accountant General (Audit-I), West Bengal.