

# **PROFORMA FOR RESEVATION OF ACCOMMODATION**

To

The Senior Accoujnt Officer (AN)

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Subject : Booking of accommodation in transit facility/ holiday Home/ DAD Guest House at .....

1 Name

2 Desigantion

3 Account Number/ Roster No.

4 Office where serving : *Pr. CDA (SWC) Khatipura Road Jaipur*

5 Purpose of Visit

6 No. of Persons & Details

7 Period of stay in the guest House

8 Address

9 Mobile no.

Dated :

Counter Signed

Signature of the officer