

PROFORMA FOR RESERVATION OF ACCOMMODATION

To

The Senior Accounts Officer (Administration)
O/o the CDA, No.1, Staff Road
Secunderabad – 500 009.

Sub:- **Booking of Accommodation in Transit Facility/Holiday Home/DAD
Guest House at SECUNDERABAD**

1. Name :
Designation :
A/c No. :
2. Officer Where Serving :
.....
3. Purpose of Visit : Official/Private
4. No. of Persons & Details :
.....
.....
5. Period of Stay in the GH/ :
Transit Facility/Holiday
Home:
6. Address :
.....
7. e-mail :
8. Mobile No. :

Place:

Signature of the Officer

Date: