

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL**  
**TREASURY BUILDINGS, 2, GOVERNMENT PLACE, KOLKATA-700001.**

**OFFICE ORDER**

**NO. Pr. AG (A)/Rec/CGMM/2019/169**

**Dated:03.09.2025**

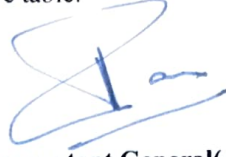
**Subject:- Booking of Guest House of the Principal Accountant General (Audit-I), West Bengal at Calcutta Greens, Survey Park, Kolkata-700075**

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

1. All request for booking shall be made through email only at [agauwestbengal1@cag.gov.in](mailto: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 at least 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 official 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 for a maximum of 7 days at a time in each case.
7. **The revised rates for Guest House Accommodation:**

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	Rs. 230/-	Rs. 430/-
VIP Suites	Free	Rs. 600/-	Rs. 1200/-
For every additional person exceeding 12 years of age, the above all-inclusive rates shall be increased by 50%.			

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



**Sr. Audit Officer(Recor & Estate)**