



**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**

UDAYAN VIHAR, NARANGI, GUWAHATI-781171

Tel No. 0361-2640394, 2641142 Fax No .0361-2640204 Email – cda-guw@nic.in

No. AN/V/2127/Allot/2019-20

CIRCULAR

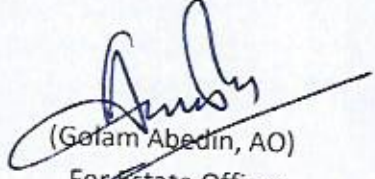
Dated: 03/03/2020

To,

All the Serving/Retired IDAS Officers and  
Other Govt. Departments/Group 'A' Officers  
(Through CDA Guwahati website only)

Subject: - Use of Infrastructure facilities at CENTRAD to Serving/Retired IDAS Officers  
and other Govt. Departments/Group 'A' Officers, on chargeable basis.

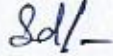
A copy of CGDA HQrs office letter No. AN/XII/18001/1/GH dated 17/02/2020 along with its  
enclosures on the above subject is forwarded herewith for information of all concerned please.

  
(Golam Abedin, AO)  
For Estate Officer

Copy to:-

The Officer-in-charge  
IT & SW Section (Local)

: For uploading in CDA Guwahati website please.

  
(Golam Abedin, AO)  
For Estate Officer

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कार्यालय, रक्षा लेखा महानियंत्रक  
Office of the Controller General of Defence Accounts  
उलान बटार मार्ग, पालम, दिल्ली छावनी - 110 010  
Ulan Batar Road, Palam, Delhi Cantt.-10

Phone: 011-25665567/55, 2567480 ईमेल-/E-mail: [hqan7.dad@hub.nic.in](mailto:hqan7.dad@hub.nic.in) वेबसाइट/Website: <http://cgda.nic.in>

No.AN/XII/18001/1/GH

Dated: 17.02.2020

To

The PCDA/CDAs  
The PCA (Fys) Kolkata  
CDA  
Guwahati

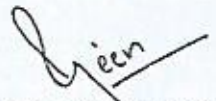
AN/W

Sub:- Use of Infrastructural facilities at CENTRAD to Serving/Retired IDAS Officers and other Govt. Departments/Group 'A' Officers, on chargeable basis.

It has been decided that the various facilities (as mentioned in the attached annexure) at CENTRAD, Brar Square, Delhi Cantt may be provided to **Serving/Retired IDAS Officers and other Govt. Departments/Group 'A' Officers, on chargeable basis.** In this regard, Terms and Condition is enclosed as Annexure to this letter.

2. It is, therefore, requested that if any **Serving/Retired IDAS Officers and other Govt. Departments/Group 'A' Officers,** wants to avail the facilities at CENTRAD as mentioned in the Annexure, he/she may contact at the following address for booking of facilities. The application for the booking may be submitted in advance in the prescribed format at the following address:

Sr. Dy. CGDA (Administration)  
Office of the CGDA  
Ulan Batar Road, Palam  
Delhi Cantt-110010

  
(Rajeev Ranjan Kumar)  
Dy. CGDA (Admin)



**Subject: Use of Govt. Infrastructure to Serving/Retired IDAS Officers and other Govt. Departments / Group 'A' officers on chargeable basis.**

The following facilities are available at CENTRAD, Brar Square, Delhi Cantt.:

Facility	Capacity	Remarks
Small Tea Lounge adjacent to Auditorium	Approx. 40	Air Conditioned with attached Pantry for storing snacks etc.
Big Tea Lounge-cum-Dining Hall	Approx. 80	Air Conditioned with attached full Kitchen for preparing Lunch/Dinner etc.
Open Space adjacent to both lounge	Approx. 100	Open space (chair/tables etc. to be arranged by the allottee)
Auditorium	Approx. 220	Fully Air Conditioned with Stage and green room

#### **Terms and Conditions**

- i. The above assets would be made available on temporary basis to Serving/Retired IDAS Officers and other Govt. Departments/Group 'A' officers only on per day basis.
- ii. Temporary allotment will be made for bonafide official/welfare/re-creational and other purpose.
- iii. Temporary allotment of these assets will be made subject to availability of these assets when not in use by the Department
- iv. The time slot for allotment shall be 6.00 AM to 4.00 PM in case of day function and 04.00 PM to 11.00 PM in case of night function. In case the venue is required for full day i.e. from 6.00 AM to 11.00 PM, double the rate shall be charged.
- v. The Govt. Departments/Applicant has to apply in the prescribed form through proper channel on office letterhead with due permission of the competent authority of that Department.
- vi. Allotment for renting out these assets may be approved in writing through the Housekeeping Section i.e. Admin-V (Local) and shall not be made more than ten days in advance of the actual date of function.
- vii. 100% Rent/Charge for utilization of assets will be payable in advance along with application for allotment and before utilization of the assets.

Contd.on...2/-

- viii. In addition to Rent/Charges, a sum of **Rs.10,000/-** is required to be deposited as **Security Amount**, which will be refunded after handing over the assets/after obtaining an NOC from the authorised person of the Department.
- ix. After the use, the Govt. Department shall hand over vacant possession of the assets to the authorised representative of Admin-V in the same condition as it was handed over to him or her. Damages, if any, caused to the assets by the Govt. Department will be charged upon getting a report in this behalf.
- x. No religious function will be allowed in the premises of the CENTRAD, Brar Square, Delhi Cantt.
- xi. Damages will be charged from the allottee for excess occupation of allotted assets as per extant orders/decision of CGDA's office on the subject, if any, beyond the allotted days.
- xii. The allottee shall not use high decibel audio or video system for the function in the assets except Auditorium where in it would be taken care of that no unnecessary noise may occur.
- xiii. The allottee shall not cause any kind of inconvenience to the Department in the course of organising function.
- xiv. The allotment would be cancelled if the Department receives a genuine complaint regarding nuisance or other reasons. Further, in case of non-utilization of the assets, prior intimation in writing is required two days in advance, failing which 50% of the rent will be forfeited and deposited in Govt. account. Further, the Department will not be liable for settlement of messing charges, for which an advance has been paid to the private vendor outsourced by this Department.
- xv. The approx. numbers of persons to attend the function may be communicated in advance. Extra gathering than the capacity shall not be allowed.
- xvi. **Messing facilities** shall be provided by the vender outsourced by the office of CGDA only and confirmation in this regard may be obtained in advance. 50% Payment related to messing etc. shall be made in advance to the vendor for messing etc. **Menu with Rate Card** will be provided at the CENTRAD Reception Centre.
- xvii. Separate register shall be maintained by the Admin-V section and it may be ensured that these assets are rented out to Govt. departments, Serving/Retired IDAS officers only & the rent for the period prescribed may be deposited with the department before allotment is made and the assets are being utilized for the purpose for which allotment is made.

- xviii. The rent for these assets shall be charged from other Govt. Departments, Serving/Retired IDAS Officers for temporary allotment of these assets at the following rates:-

(In Rupees)

Sl.	Facility	Capacity	Rate per day	
			For Other Govt. Department/Group 'A' Officers	For Serving & Retired IDAS Officers
1.	Small Tea Lounge adjacent to Auditorium	40	5000	2000
2.	Big Tea Lounge cum Dining Hall	80	10000	3000
3.	Open Space adjacent to Both lounge	Approx 100	5000	2000
4.	Auditorium	Approx 220	20000	10000

**Note:**

- a. The open space shall be made available in combination with any other facilities rented viz. any one of the tea lounge or Dining Hall or Auditorium and shall not be made available alone.
- xix The Office has right to cancel the booking without any reason.

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**PERFORMA**

To

The Sr. Dy. CGDA (Administration)  
Office of the CGDA  
Ulan Batar Road, Palam  
Delhi Cantt.-10

Sub:- BOOKING OF INFRASTRUCTURE AT CENTRAD FOR .....

1.	Name of Officer /Department (if other department)	:	
2.	Designation (If serving)	:	
3.	Name of the Office where serving	:	
4.	Purpose for booking the infrastructure	:	
5.	Date and time of function	:	
6.	Number of gathering	:	
7.	Contact Number Land Line Mobile	:	
8.	E-mail	:	

Signature

For official use

Date of receipt of form \_\_\_\_\_

Signature of official  
(with stamp)