

Memo. No. 04/V-51(Part-3)/BDADated: 02/01/2019From : Additional Executive Officer,  
Burdwan Development Authority  
Purba BardhamanTo : The District Planning Officer,  
District Planning Section,  
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Sir,  
With reference to Memo No 3256(75)/DP dated 20/12/2018 from the Additional District Magistrate (Education), Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority reserved for holding an urgent meeting on Utkarsh Bangla Scheme on **03/01/2019 from 03.00 pm onwards.**

You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 2,000 (Rupees two thousand)** only on or before the date of your meeting, to the Account Section of this office either in cash through Cheque/Demand Draft to be issued in favour of "**Burdwan Development Authority**". You may also make payment of the meeting hall reservation cost through online with an intimation to BDA. Bank details are given below.

A/C Name	A/C No.	Bank Name	IFSC Code	A/C Type (Savings/Current)	Mobile No
Burdwan Development Authority	0203014411417	United Bank of India (UBI)	UTBIOBUW208	Savings	943485656

The participants of the meeting may please be requested to follow the undernoted disciplines.

1. Meeting hall must be kept cleaned.
2. Smoking is prohibited in the Meeting Hall.
3. Tiffin, Lunch, Tea, etc. are to be arranged at the Pantry.
4. Chairs/tables and other articles of the meeting hall should be kept tidy.
5. Used polythene cups/glasses/plates etc. are to be cast into the Vats kept outside the meeting hall.
6. Supply of Drinking water, Tea Tiffin etc. to the Participants of the meeting may be made on self-arrangement of organizer of the meeting.

**Note:- Your previous outstanding reservation charge stands at Rs. 12,000/- (Rupees twelve thousand) excluding the present claim. Please clear the outstanding reservation charge as early as possible. send a detailed outstanding report with this.**

Encl: As stated

Memo. No. 04/1(3)/V-51(Part-3)/BDA

Copy forwarded to:

1. The CA to Addl. District Magistrate (Education), Burdwan.
2. The Cashier, Burdwan Development Authority.
3. Syed Imran Hossain, Burdwan Development Authority.

Yours faithfully —

*Imran*  
Additional Executive Officer  
Burdwan Development Authority  
Purba Bardhaman

Dated: 02/01/2019

*Imran*  
Additional Executive Officer  
Burdwan Development Authority  
Purba Bardhaman

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Sl. No.	Date of Meeting	Department Name	Duration of Meeting	Reservation Cost in Rs.
1	27-11-2018	District Planning Section	5.00 pm onwards	2000.00
2	19-11-2018	District Planning Section	11.00 onwards	2000.00
3	18-09-2018	Development & Planning Section	11.00 am onwards	3000.00
4	14-08-2018	District Planning Section	3.00 pm to onwards	2000.00
5	12-07-2018	District Planning Section	11.00 am onwards	3000.00
<b>Total</b>			=	<b>12000.00</b>