

Memo. No. 5804/V-51(Part-1)/BDA

Dated: 22/11/2018

From : Additional Executive Officer,
Burdwan Development Authority,
Purba Bardhaman

To : The Sub-Divisional Magistrate,
Burdwan Sadar (South),
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 2558(79)/1(1)/SDS/PBDN dated 22/11/2018

Sir,

With reference to your Memo No. mentioned above this is to confirm that the meeting hall of the Burdwan Development Authority, Burdwan is reserved for a meeting on 26/11/2018 **from 10.30 am onwards.**

You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 3,000/- (Rupees three thousand) only** on or before the date of your programme, to the Account Section of this office either in cash or through Cheque/Demand Draft to be issued in favour of "Burdwan Development Authority". You may also arrange to 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	9434856562

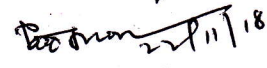
The participants of the meeting may please be requested to follow the undernoted disciplines.

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 the organizer of the meeting.

Note:- Your previous outstanding reservation charge Rs. 13,500/- (Rupees thirteen thousand five hundred) only. Please clear the outstanding reservation charge as early as possible. We send a detailed outstanding report with this.

Encl: As stated

Yours faithfully



Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

Memo. No. 5804/1(2)/V-51(Part-1)/BDA

Dated: 22/11/2018

Copy forwarded to:

1. The Cashier, Burdwan Development Authority.
2. Syed Imran Hossain, Burdwan Development Authority.


Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

Outstanding of Reservation Charges

Sl. No.	Date of Meeting	Department Name	Duration of Meeting	Reservation Cost in Rs.
1	22-06-2018	SDO(South)	4.30 pm onwards	2000.00
2	22-09-2017	SDO (South)	12 noon onwards	3000.00
3	24-05-2017	SDO(South)	11.00 am to 4.00 pm	2500.00
4	02-02-2017	SDO (South)	2.30 pm onwards	2000.00
5	08-12-2016	SDO (South)	2.30 pm onwards	2000.00
6	22-11-2016	SDO (South)	3.00 pm to onwards	2000.00
Total >				13500.00