



BURDWAN DEVELOPMENT AUTHORITY
STATUTORY AUTHORITY OF GOVT. OF WEST BENGAL)
New Administrative Building (5th Floor)
Purba Bardhaman-713101

Phone & Fax:-0342-2561668
E-mail:- bdabdn2002@gmail.com
Website:- bdaburdwan.org

Memo. No. 1397/V-51(Part-VI)/BDA

Dated: 01/03/2019

From : Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The Officer-in-Charge,
Election Section,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Sir,

With reference to Memo No. 390(80)/1(8)/Elec./Lok/19/19 dated 01/03/2019 received from the District Magistrate & District Election Officer, Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority, Burdwan is reserved for holding a "**Preparedness meeting in connection with Parliament General Election-2019**" on **06/03/2019 from 5.00 pm onwards.**

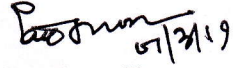
You are requested to arrange deposit of the reservation cost of the meeting hall amounting to **Rs. 2,000/- (Rupees two thousand)** only on or before the date of your meeting, to the Account Section of this office either in cash or through Cheque/Demand Draft to be issued in favour of "**Burdwan Development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

Yours faithfully

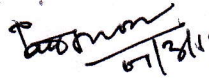

Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman
01/03/2019

Memo. No. 1397/1(3)/V-51(Part-6)/BDA

Dated: 01/03/2019

Copy forwarded to:

1. The CA to District Magistrate, Purba Bardhaman.
2. The Cashier, Burdwan Development Authority.
3. Syed Imran Hossain, Burdwan Development Authority.


Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman
01/03/2019