

Memo. No. 269/V-51(Part-1)/BDA

Dated: 18/01/2017

From : Chief Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The District Planning Officer,
Development & Planning Section,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

With reference to Memo No 122(85)/1(4)/DP dated 17/01/2018 from the Additional District Magistrate (Dev.), Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority is reserved for holding a review meeting of District Development Monitoring Committee on **19-01-2018 from 2.30 pm onwards.**

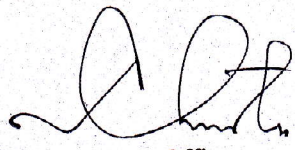
You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 2,000/- (Rupees two thousand)** only on or before the date of your meeting, to the Account Section of this office either in cash or through Cheque/Demand Draft to be issued in favour of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

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. 6,000/- (Rupees six thousand) only. Please clear the outstanding reservation charge as early as possible. We send a detailed outstanding report with this.

Encl: As stated

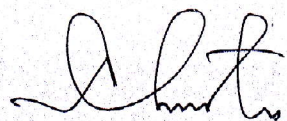

Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman

Memo. No. 269/1(3)/V-51(Part-1)/BDA

Dated: 18/01/2018

Copy forwarded to:

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


Chief 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	15-12-2017	Development & Planning Section	11.00 am onwards	3000.00
2	24-11-2017	Development & Planning Section	11.00 am onwards	3000.00
Total>				6000