

Memo. No. 1051/V-51(Part-3)/BDADated: 19/02/2019

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

To : The Additional District Mission Director,
Anandadhara District Office,
DMMU, Purba Bardhaman
&
Project Director,
District Rural Development Cell,
Burdwan Zilla Parishad,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 1421/DMMU/Bdn dated 14/02/2019

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 District Level Workshop on CMSA on **21/02/2019 from 11.00 am to 4.00 pm.**

You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 2,500/- (Rupees two thousand five hundred)** 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

[Signature]
Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman

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Copy forwarded to:

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

[Signature]
Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman