

BURDWAN DEVELOPMENT AUTHORITY
(A 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:- www.bdaburdwan.org

Memo. No. 5633/V-51(Part-1)/BDA

Dated: 05/11/2018

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

To : Chief Medical Officer of Health & Secretary,
District Health & Family Welfare Samiti,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 761/DH&FWS/III-42 dated 05/11/2018.

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 holding a District Level Review on RNTCP and MR Vaccination Campaign Preparedness with all Nursing Homes and Diagnostics Centers of Purba Bardhaman on **15/11/2018 from 03.00 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 a 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

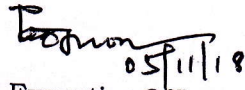
The participants of the meeting may please be requested to follow the undernoted disciplines.

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 stands at Rs. 24000/- (Rupees Twenty four thousand) only excluding the present claim. Please clear the outstanding reservation charge as early as possible. We send a detailed outstanding report with this.

Encl: As stated

Yours faithfully

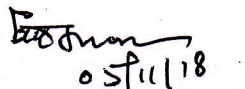

Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

Dated: 05/11/2018

Memo. No. 5633/1(2)/V-51(Part-1)/BDA

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	Your Memo No.	Duration of Meeting	Reservation Cost in Rs.
1	05-10-2018	CMOH	681/DH&FWS/III-41 dated 01-10-2018	10.30 am to 5.00 pm	3000.00
2	30-05-2018	CMOH	179/DH&FWS/XI-3/C dated 24/5/2018	12.30 pm onwards	2500.00
3	11-04-2017	CMOH	04/DH&FWS/XV-8 dated 04/04/2017	10.30 am to 5.00 pm	3000.00
4	28-02-2017	CMOH	940/DH&FWS dated 27/02/2017	10.30 am to 1.00 pm	2000.00
5	23.08.2016	CMOH (PH Branch)	600 dated 18/08/2016	10.30 am to 5.30pm	3000.00
6	19.02.2016	CMOH	1252/DH&FWS/ dated 17/02/2016	11.00 am to 3.00 pm	2500.00
7	07.01.2016	CMOH	1102/DH&FWS/III-11 dated 23/12/2015	2.00 pm to 5.00 pm	2000.00
8	10.09.15	CMOH	585 dated 03/09/2015	11.00 am to 05.00 pm	3000.00
9	10.08.15	CMOH	510 dated 08/08/2015	11.00 am to 05.00 pm	3000.00
Total>					24000.00