

Memo. No. 442 /V-51(Part-3)/BDA

Dated: 04 / 12 /2017

From : Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The Officer-in-Charge,
Health Section,
4th Floor, New Administrative Building,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Sir,

With reference to Memo No 446(6)/1(5)/Health/I-1 dated 04/12/2017 from the Additional District Magistrate (Health.), Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority is reserved for holding a meeting (Study Tour of the Committee on petitions (2016-2017 & 2017-2018). West Behgal Legislative Assembly) on **07-12-2017 at 12.30 pm onwards.**

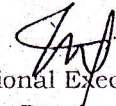
You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 2,500/- (Rupees two thousand five hundred)** only on or before the date of your meeting, to the Account Section of this office either in cash or through Cheque/Demand Draft to be issued in favour of "Burdwan Development Authority".

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.3000/- (Rupees three thousand) only for the meeting held on 20-12-2016. Please clear the outstanding reservation charge as early as possible.

Yours faithfully

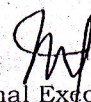

Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

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Copy forwarded to:

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


Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman