

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

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

Memo. No. 1310 /V-51(Part-5)/BDA

Dated: 28/02/2018

From : Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The District Self Help Group and Self Employment Officer,
SHG & SE Section
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 461/SHG&SE Bdn/II-1

Sir/Madam,

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 meeting regarding SHG Matter related on **03-04-2018 at 2.00 pm onwards.**

You are requested to please arrange deposit of the reservation cost of the meeting hall 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 an 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	Current	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 Rs.3000/- (Rupees three thousand) only for the meeting held on 23-05-2017. Please clear the outstanding reservation charge as early as possible.

Yours faithfully



Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

Dated: 25/10/2018

Memo. No. 1310 /1(2)/V-51(Part-5)/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