

Memo. No. 5814/V-51(Part-1)/BDA

Dated: 27/11/2018

From : Chief Executive Officer,
Burdwan Development Authority
Purba Bardhaman

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

Sub:- Reservation of the BDA Meeting Hall.

With reference to Memo No 2589(80)/DP dated 26/11/2018 from the Additional District Magistrate (General), Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority is reserved for holding an urgent meeting in connection with Hon'ble Chief Minister's Administrative Meeting at Durgapur and the visit to this district at Kalna Aghornath Park Stadium, Kalna, Purba Bardhaman, on **27/11/2018 from 05.00 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**". 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	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.

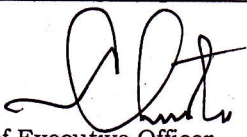
Note:- Your previous outstanding reservation charge stands at Rs. 10,000/- (Rupees ten thousand) only excluding the present claim. Please clear the outstanding reservation charge as early as possible. We send a detailed outstanding report with this.


Encl: As stated

Memo. No. 5814/1(3)/V-51(Part-1)/BDA

Copy forwarded to:

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


Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman
Dated: 27/11/2018


Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman

Outstanding of Reservation Charges

S. No.	Date of Meeting	Department Name	Duration of Meeting	Reservation Cost in Rs.
1	19-11-2018	District Planning Section	11.00 onwards	2000.00
2	18-09-2018	Development & Planning Section	11.00 am onwards	3000.00
3	14-08-2018	District Planning Section	3.00 pm to onwards	2000.00
4	12-07-2018	District Planning Section	11.00 am onwards	3000.00
Total>				10000.00