

Memo. No. 4162 /V-51(Part-5)/BDA

Dated: 15 / 11 /2017

From : Additional Executive Officer,
Burdwan Development Authority

To : The Officer-in-Charge,
General Section,
Collectorate, Burdwan

Sub:- Reservation of the BDA Meeting Hall.

Sir,

With reference to Memo*No. 1045(14)/Elec./ISO/XIV-17/2017 dated 15/11/2017 from the Additional District Magistrate(G), & Management Representative, Purba Bardhaman, Collectorate on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority, Purba Bardhaman is reserved for holding a Training on Implementation of ISO Standards on 16/11/2017 from 11.00 am to 5.00 pm.

You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to Rs. 3,000/- (Rupees three 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".

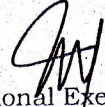
The participants of the meeting may please be requested to follow the undernoted disciplines.

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. 5,000/- (Rupees five thousand) only. Please clear the outstanding reservation charge as early as possible. We send a report showing detailed outstanding dues report with this.

Encl: As stated

Yours faithfully

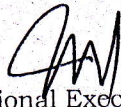

Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

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Dated: 15 / 11 /2017

Copy forwarded to:

1. The CA to Additional District Magistrate(G), Purba Bardhamana.
2. The Cashier, Burdwan Development Authority.
3. 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	Duration of Meeting	Reservation Cost in Rs.
1	17-08-2017	General Section	3.00 pm to onwards	2000.00
2	28-10-2016	General Section	4.30 pm onwards	2000.00
3	11-10-2010	General Section	From 04.00 p.m. onwards	1000.00
Total>				5000.00