

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. 45746 /V-51(Part-5)/BDA

Dated: 15 / 12 /2017

From : Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The Lead District Manager,
UCO Bank, Baidnath Katra,
G.T. Road, Burdwan

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your letter No. LBO/BWN/DLRC&DCC/128/2017-18 dated 13/12/2017.

Sir,

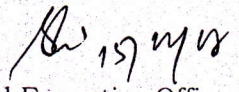
With reference to your letter No. mentioned above this is to confirm that the meeting hall of the Burdwan Development Authority, Burdwan is reserved for holding the 2nd DLRC&DCC meeting of Burdwan District on **20/12/2017 from 04.00 pm to 6.00 pm.**

You are requested to please arrange deposit of the reservation cost of the meeting hall 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.

Yours faithfully

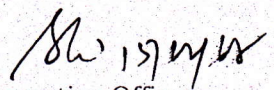

Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

Memo. No. 45746 /1(2)/V-51(Part-5)/BDA

Dated: 15 / 12 /2017

Copy forwarded to:

1. The Cashier, Burdwan Development Authority.
2. Syed Imran Hossain, Burdwan Development Authority.


Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman