

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. 4425/V-51(Part-1)/BDA

Dated: 30/07/2018

From : Additional Executive Officer,
Burdwan Development Authority,
Purba Bardhaman

To : The District Project Officer,
SSM & RMSA, Purba Bardhaman
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 701/SSM/IV-MISC dated 26/07/2018

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 a training programme with the School inspectors on **31/07/2018 from 10.30 am onwards.**

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**". You may also make payment of the meeting hall reservation cost through online with 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 Rs. 8,000/- (Rupees eight thousand) only. Please clear the outstanding reservation charge as early as possible. We send a detailed outstanding report with this.

Yours faithfully

Encl: As stated

Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman
Dated: 30/07/2018

Memo No. 4425/1(2)/V-51(Part-1)/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