

Memo. No. 4489/V-51(Part-3)/BDA

Dated: 08 / 12 /2017

From : Finance Officer,  
Burdwan Development Authority,  
Purba Bardhaman

To : The District Officer,  
Minority Affairs,  
MA & ME Section,  
Court Compound,  
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 1522/1(9)/MAME dated 08/12/2017

Sir,

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 Haj-2018 on **11-12-2017 from 11.00 am onwards**.

You are requested to 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*". You are also making payment through online. 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. 2500/- (Rupees two thousand five hundred) only for the meeting held on 29-09-2017. Please clear the outstanding reservation charge as early as possible.**

Yours faithfully



Finance Officer  
Burdwan Development Authority  
Purba Bardhaman

Memo. No. 4489/1(2)/V-51(Part-3)/BDA

Dated: 08 / 12 /2017

Copy forwarded to:

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

Finance Officer

Burdwan Development Authority  
Purba Bardhaman