

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. 5632/V-51(Part-3)/BDA

Dated: 05/11/2018

From : Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The Officer-in-Charge,
Mid-day Meal Section,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

With reference to Memo No 522/1(10)/FS/V-31/2018-19 dated 05/11/2018 from the Additional District Magistrate (Genl.), Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority is reserved for holding workshop by Axis Bank, Purba Bardhaman regarding process of maintenance of virtual accounts on Mid-day Meal Programme at Blocks & Municipalities Level on **14-11-2018 from 12.30 pm onwards.**

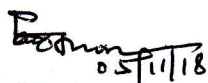
You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 3,000/- (Rupees three thousand)** only on or before the date of your meeting, to the Account Section of this office either in cash or through Cheque/Demand Draft to be issued in favour of "**Burdwan Development Authority**". You may also make payment of the meeting hall reservation cost through online with 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

This is also to mention that the Additional District Magistrate (Genl.), Purba Bardhaman is also request to provide the projector machine for power point presentation, but at present our projector machine is not working condition. So you are requested to arrange projector machine from your end for the said purpose.

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.

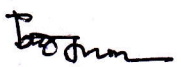

05/11/18
Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman

Memo. No. 5632/1(3)/V-51(Part-3)/BDA

Dated: 05/11/2018

Copy forwarded to:

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


05/11/18
Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman