

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. 3353/V-51(Part-4)/BDA

Dated: 21/10/2020

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

To : The District Project Director
Samagra Shiksha Mission,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 777 SSM/IV-MISC Dated 01/10/2020

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 felicitation programme of the toppers of Purba Bardhaman of all the Boards **on 05/10/2020 from 02:00 pm onwards.**

You are requested to arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 2,500/- (Rupees two thousand five hundred)** 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 stands at Rs. 5,500 (Rupees five thousand five hundred) only excluding the present claim. Please clear the outstanding reservation charge as early as possible. We send a detailed outstanding report with this.

Encl: As stated


Chief Executive Officer,
Burdwan Development Authority
Purba Bardhaman


11/10/2020

Dated: 21/10/2020

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Copy forwarded to:

1. The Cashier, Burdwan Development Authority.
2. The Assistant System Manager with request to upload the confirmation letter in the office Website.
3. Syed Imran Hossain, Burdwan Development Authority.


Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman

11/10/2020

Outstanding of Reservation Charges

Sl. No.	Date of Meeting	Department Name	Your Memo No.	Duration of Meeting	Reservation Cost in Rs.
1	05-09-20	Sarva Shiksha Mission	Memo No. 700SSM/IV-MISC Dated 03-09-2020	1:30 Pm to Onwards	2500.00
2	18-09-20	Sarva Shiksha Mission	Memo No. 720/SSM/YIII-21 dated 15/09/2020	12:00 noon onwards	3000.00
Total				=	5500.00