

Memo. No. 3122/V-51(Part-4)/BDA

Dated: 15/09/2020

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/19/2020-21 Dated 14-09-2020

With reference to your letter No. mentioned above this is to confirm that the meeting hall of the Burdwan Development Authority, Purba Bardhaman is reserved for holding the 1st DLRC & DCC Meetings for the FY 2020-21 of Purba Bardhaman on **22/09/2020 from 12 :30 pm to 3:00 pm.**

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 Accounts Section of this office either in cash or 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.

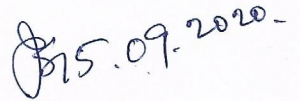
A/C Name	A/C No.	Bank Name	IFSC Code	A/C Type (Savings/Current)	Mobile No.
Burdwan Development Authority	0203014411417	United Bank of India (UBI)	UTBIOBUW208	Savings	9434856562

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. 6,000.00 (Rupees six thousand) only excluding the present claim. Please Clear the outstanding reservation charge as early as possible. We send a detailed outstanding report with this.

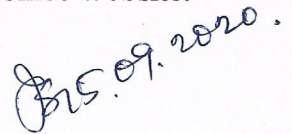
Encl: As stated


Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman
Dated: ___/___/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.


Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman