

Memo. No. 2868/V-51(Part-1)/BDA

Dated: 18 / 08 / 2020

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

To : The Additional District Magistrate (General),
Purba Bardhaman

Sub :- Reservation of the BDA Meeting Hall on 19/08/2020 at 11:00
am onwards relating to maintenance of norms of COVID-19 at
offices.

Sir,

With reference to your letter dated 17-08-2020 this is to confirm that the meeting hall
of the Burdwan Development Authority at the 5th Floor of the New Administrative
Building of the Collectorate, Burdwan, is reserved for holding your Meeting on 19-08-
2020 from 11:00 am onwards.

Yours faithfully,

18.08.2020
Additional Executive Officer,
Burdwan Development Authority
Purba Bardhaman

Memo. No. 2868/1(3)/V-51(Part-1)/BDA

Dated: 18 / 08 / 2020

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 for information & taking
necessary action.

18.08.2020
Additional Executive Officer
Burdwan Development Authority
Purba Bardhaman