

Memo. No. 3814/V-51(Part-2)/BDA

Dated: 23/11/2020

From : Chief Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The Officer-in-Charge,
General Section,
Court Compound, Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

With reference to Memo No 1407(68)/1(4)/Genl. dated 23/11/2020 from the Additional District Magistrate (General), Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority is reserved for an **important administrative Meeting on 24-11-2020 from 2:30 pm to 6:30 pm**.

You are requested to please 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 an intimation to BDA. Bank details are given below.

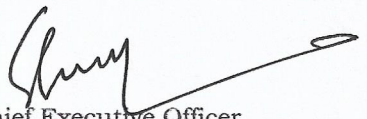
A/C Name	A/C No.	Bank Name	IFSC Code	A/C Type (Savings/Current)	Mobile No.
Burdwan Development Authority	0203014411417	United Bank of India (UBI)	UTBIOBUW208	Savings	9434856562

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. 7,000/- (Rupees seven 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

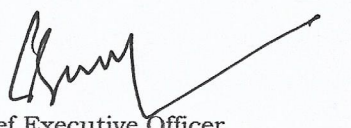

Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman
23/11

Memo. No. 3814/1(3)/V-51(Part-2)/BDA

Dated: 23/11/2020

Copy forwarded to:

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


Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman
23/11