

Memo. No. 428 /V-51(Part-2)/BDA

Dated: 03/02/2021

From : Chief Executive Officer,
Burdwan Development Authority
Purba Bardhaman

To : The District Planning Officer,
District Planning Section,
Purba Bardhaman

Sub:- Reservation of the BDA Meeting Hall.

With reference to Memo No 428(5)/1(12) Dated 02/02/2021 from the District Magistrate, Purba Bardhaman on the above subject this is to confirm that the meeting hall of the Burdwan Development Authority is reserved for holding the Preparatory Meeting in in connection with Maati Utsav-2021 on 03-02-2021 from 04:00 am onwards.

You are requested to please arrange deposit of the reservation cost of the meeting hall totally amounting to **Rs. 2,000/- (Rupees two thousand)** only on or before the date of your meeting, to the Accounts 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.

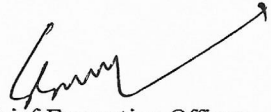
A/C Name	A/C No.	Bank Name	IFSC Code	A/C Type (Savings/Current)	Mobile No.
Burdwan Development Authority	0203014411417	United Bank of India (UBI)	UTBIOBUW208	Savings	9434856562

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. 34,000/- (Rupees thirty four 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
11/2/2021

Memo. No. 627 /1(3)/V-51(Part-2)/BDA

Dated: 03/02/2021

Copy forwarded to:

1. The CA to District Magistrate, Purba Bardhaman.
2. The Cashier, Burdwan Development Authority.
4. Syed Imran Hossain, Burdwan Development Authority


Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman
11/2/2021

Outstanding of Reservation Charges

Sl. No.	Date of Meeting	Department Name	Your Memo No.	Duration of Meeting	Reservation Cost in Rs.
2	30-12-20	Development & Planning Section	Memo No. 3475(132)/DP Dated 28/12/2020	01:00 to onwards	3000.00
3	27-02-20	Development & Planning Section	Memo No. 641/1(14)/DP Dated 17/02/2020	11:00 am onwards	3000.00
4	31-12-19	Development & Planning Section	Memo No. 4518/1(17)/DP Dated 12/12/2019	12:30 pm onwards	3000.00
5	06-12-19	Development & Planning Section	Memo No. 4363/1(3)/DP Dated 02/12/2019	12:00 noon onwards	3000.00
6	13-11-19	Development & Planning Section	Memo No. 4114/1(14)/DP dated 12/11/2019	03:00 pm onwards	2000.00
7	26-09-19	Development & Planning Section	Memo No. 3501/1(14)/DP Dated 13/09/2019	12:30 pm onwards	3000.00
8	25-09-19	Development & Planning Section	Memo No. 3685/1(2)/DP dated 20/09/2019	2:30 pm onwards	2000.00
9	22-08-19	Development & Planning Section	Memo No. 2166(16)/DP dated 21/08/2019	12:00 noon onwards	3000.00
10	20-08-19	Development & Planning Section	Memo No. 2089/1(14)/DP dated 14/08/2019	12:30 pm onwards	3000.00
11	27-11-18	Development & Planning Section	2589(80)/DP dated 26/11/2018	5.00 pm onwards	2000.00
12	19-11-18	Development & Planning Section	2452(94)/DP dated 12/11/2018	11.00 onwards	2000.00
13	14-08-18	Development & Planning Section		3.00 pm to onwards	2000.00
14	12-07-18	Development & Planning Section		11.00 am onwards	3000.00
Total				=	34000.00