

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. 268 /V-51(Part-3)/BDA

Dated: 18 / 01 /2018

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

To : The Executive Engineer (A-I),
Burdwan (A-I) Division,
Burdwan (Agri-Irrigation) Division,
Purta Bhaban, 2nd Floor,
Purba Bardhaman-713103

Sub:- Reservation of the BDA Meeting Hall.

Ref:- Your Memo No. 36 dated 16/01/2018

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 holding a Seminar cum Workshop on 'Application of Jute Geo-textile in Minor Irrigation Sector' on **19-01-2018 from 11.00 am to 2.00 pm.**

You are requested to arrange deposit of the reservation cost of the meeting hall amounting to **Rs. 2,000/- (Rupees two thousand)** 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".

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.



Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman

Dated: 18 / 01 /2018

Memo. No. 268 /1(2)/V-51(Part-3)/BDA

Copy forwarded to:

1. The Cashier, Burdwan Development Authority.
2. Syed Imran Hossain, Burdwan Development Authority.



Chief Executive Officer
Burdwan Development Authority
Purba Bardhaman