

Burdwan Divisional Office
 Ghordour Chati Sreepally, Dt. Burdwan-713103
 Ref: BDO/ESTATE/46F

Date- 23/06/2025

Note to Competent Authority through Space/Building Committee for Shifting of Bardhaman Branch Office 2 at new premises

This has reference to proposal for shifting of present building of Bardhaman Branch Office 2 to new Premises. Sr. Branch Manager of Bardhaman Branch office 2 through his letter has expressed Inconvenience of the present branch office premises, vide letter dated 16.06.2025, as attached herewith.

The Branch Office is situated in a very old Municipality Building, having lot of issues like sanitation system, broken window glasses, damaged conditions of cycle stand, roof treatment of building, non-availability of cross ventilation, painting of the building which are pending since long period. The Branch Authority has informed the issues to Municipal Authority in repeated times, but they did not pay any attention with these matters. The Branch Office is facing extreme hot condition during summer season. The overall office ambience is not up to the mark. The Branch Management Committee has also informed the matter in their attached letter and have opined for shifting of present office premises at new building.

Area of existing office premises is 6281.15 sq ft, as it is located in two floors, 1st floor(western block 2117.74 sq.ft & eastern block 1727.97 sq.ft) & 2nd floor(western block 2117.74), space with stair case 317.70 sq.ft. In addition to that total space for cycle stand & car shed 1000.00 sq.ft, which is much higher than area required as per requirement. Considering of present staff strength, the area requires for office premises is 5000 sq ft as per engineering measurement. It is expected that considerable less area for rent is to be incurred for reduced space of newly hired premises at Bardhaman Branch Office 2.

An amount of Rs.1, 48,680.00(Rupees one lac forty eight thousand six hundred eighty only) is the monthly rent of the existing office premises of Bardhaman Branch Office 2 for 6281.15 sq ft. and Rs.6,962.00(Rupees six thousand nine hundred sixty two only) is the monthly rent for car shed & cycle stand. Hence, total amount of Rs.1, 55,642.00 (Rupees one lac fifty five thousand six hundred forty two only) as mentioned above is paying for rent by the Branch Office per month.

Considering of the above mentioned facts, we may proceed for shifting of the branch office of Bardhaman Branch Office 2 at new premises.

Placed before Competent Authority through Space /Building committee for shifting of present Bardhaman Branch Office 2 to a new premises.

AO (Estate))

SRI KASINATH PAIN (MANAGER P&IR)	SRI MANAMOHAN MISHRA (MANAGER L&HPF)	SRI TUHIN BHOWMICK (MANAGER F&A)	SRI DEBA KUMAR DHAKAL Manager(OS)	SRI DHIRUBAJYOTI DE JOARDAR (Marketing Manager)
Member	Member	Member	Member	Chairman

File: Note to Competent Authority

*Shifting of BDO 2 is approved as per rules
 Sr. Divisional Manager
 23/6/25*