



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
Plot No. DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata - 700 156

ORDER

It is hereby notified that the following mandates are to be followed by all Event Management Agencies of NKDA Community Centres & Halls and all Maintenance Agencies of NKDA for Community Centres & Halls.

The Parties booking Community Centres & Halls may visit Community Centres & Halls at least three days prior to the Event to avoid any inconveniences on the day of event in Community Centres & Halls:

1. The Maintenance Agency and Event Management Agency together must visit respective Community Centre & Hall prior to the event to avoid any inconveniences on the day of the event. If any inconveniences are found on the day of the event, both the parties are equally responsible for the same.
2. On the day of the event, only the assigned Event Management Agency will remain present in the Community Centre/Hall. No other Event Management Agency is allowed to remain present and use their placards etc. for the purpose of advertisement in the vicinity of the Community Centre/Hall.
3. In case of violation of Clause-1 and 2, the empanelment of Maintenance Agency and Event Management Agency may be revoked.

This order is issued with the approval of the Competent Authority.

This will take immediate effect and shall be in force till further order.

Chief Executive Officer
New Town Kolkata Development Authority

Memo : 393/1(5)/NKDA/ADMN(EM-II)-1250/2023

Dated : 23-04-2024

Copy forwarded for information and taking necessary action:

1. Administrative Officer, NKDA
2. Chief Engineer, NKDA
3. Estate Manager-I, NKDA
4. System Manager, NKDA.
5. PA to Hon'ble Chairman, NKDA

Chief Executive Officer
New Town Kolkata Development Authority