



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

Memo No. 3202 /NKDA/ADMIN(EM-II)-1250/2023

Dated: 05.08.2024

This has been brought to the notice of the authority during the recent past some of the enlisted 'EVENT PLANNERS' for Community Centres and Community Halls under the administrative control of New Town Kolkata Development Authority are not satisfied with the existing practice of empanelment.

This has been decided by the authority after careful consideration that any 'EVENT PLANNERS' other than enlisted by NKDA has the same right to perform in the Community Centres and Community Halls under the administrative control of the New Town Kolkata Development Authority.

As result of that if any enlisted 'EVENT PLANNER' desires to opt out the enlistment, he/she may do so. In that case proportionate Security Money will be deducted and remaining amount will be refunded at his/her bank account.

Every 'EVENT PLANNERS' is solely responsible to clean the venue to the satisfaction of the Authorised Supervisor of that venue. In case of any damage or loss, the cost will be recovered from the allottee to the extent & will be deducted from the Security Deposit of the allottee. A separate order for Authorised Supervisor of the venues is being shortly.

Normally, the 'EVENT PLANNER' is entitled to serve on the following category of services :

- (a) Decoration
- (b) Lighting Arrangement
- (c) Catering

This order will come in force on and from 05.08.2024 until further order.

Sd/-

Chief Executive Officer

New Town Development Authority

Memo No. 3202 /1(23) /NKDA/ADMIN(EM-II)-1250/2023

Dated: 05.08.2024

Copy forwarded for information and taking necessary action to:

- 1.-8....., Event Planner.
9. AO (G & E), NKDA
10. AO (R & IT), NKDA
11. AO (EM), NKDA
12. Chief Engineer, NKDA
13. Chief Architect, NKDA
14. -19....., Executive Engineer, NKDA
20. Estate Manager, NKDA.
21. SM, NKDA, request to upload in the Website.
22. PA to Chairman, NKDA
23. Guard File.

Sd/-

Chief Executive Officer

New Town Development Authority