



Government of West Bengal
OFFICE OF THE SUB-DIVISIONAL OFFICER
Baruipur, South 24 Parganas

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Memo No. 242/ BRPS (Gen.)

Dated: 15/05/2021

From : Sub-Divisional Officer, Baruipur Sub-Division, South 24 Parganas

To : Chariman & Trustee,
My Children Foundation,
Urban Sabujayan,
Building No. 104, Flat No. B4,
Jagatipota, Kolkata-99

**Subject: Proposal to provide necessary logistics for setting up of Safe Home
at Ramakrishna Mission Ashrama, Narendrapur**

In connection with the proposal submitted by you on 06/05/2021, regarding setting up of Safe Homes for COVID-19 effected persons, you are being intimated that a 125 bedded Safe Home is going to be operationalized at Ramakrishna Mission Ashrama, Narendrapur. In this regard, you are kindly requested to provided the below mentioned items within 7 days from the receipt of the letter, so that the proposed Safe Home can be operationalized immediately.

- a. 125 Nos. of Beds along with mattress & bed cover;
- b. 21 Nos. of Oxygen Concentrators;
- c. 100 Nos. of PPE Kits;
- d. Sufficient number of N95 Masks;
- e. 100 Ltrs of sanitizer in 100/200 ml bottles;

Thanking you.

Yours sincerely

Sub-Divisional Officer

Baruipur Sub-Division, South 24 Parganas