

Office of the Project Director  
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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

No. PLN/MBDA/04562/2024/NF/03

Date: 30th January 2025

## OFFICE ORDER

Due to the immense target of Field Engineers to complete the construction of Community Halls and Soil, Water and Conservation structures within the stipulated timeline, it has been decided that responsibility for the procurement data update will be given to the Accounts/Finance staff of each block.

The Accounts/Finance staff can engage the Multi-Tasking Assistants (MTA's) in each block for data entry under their supervision.

This is for your information and immediate action.

  
Deputy Project Director  
MegLIFE, MBDA, Shillong

Memo No. PLN/MBDA/04562/2024/NF/03-A

Date: 30th January 2025

To

1. DPMU, BPMU, Field Engineers, MegLIFE for necessary action.

Copy To:

1. The Project Director, MegLIFE, MBDA for kind information.
2. The Additional Project Director, MegLIFE, MBDA for kind information.

  
Deputy Project Director  
MegLIFE, MBDA, Shillong