

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001

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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/36/2020/1307

Dated: Shillong, the 9th Oct, 2023

From:

Shri Gunanka DB, IFS
Additional Project Director
MegLIFE, MBDA, Shillong

To:

- 1) **The Director**
Bakdil NGO
Lower Chandmari, West Garo Hills
Tura, Meghalaya-794002
- 2) **The Director**
Jaintia Hills Development Society (JHS)
Bishop's House, Lumbihyntu, Mihmyntdu
West Jaintia Hills, Meghalaya-793150
- 3) **The Director**
Nongstoin Social Service Society (NSSS)
Tichsaw, New Bishop's House
Nongstoin, West Khasi Hills, Meghalaya-793119
- 4) **The Director**
Grameen Sahara
Kulsi Road, Chhahaygaon, Kamrup
Assam-781124

Sub: Notice for Completion of Contract Agreement

- Ref:
- 1) Contract Agreement No. 191723 between Bakdil & MegLIFE dt. 29th October, 2021
 - 2) Contract Agreement No. 191571 between JHS & MegLIFE dt. 29th October, 2021
 - 3) Contract Agreement No. 191627 between NSSS & MegLIFE dt. 29th October, 2021
 - 4) Contract Agreement No. 191625 between Grameen Sahara & MegLIFE dt. 29th October, 2021

Sir,

With reference to the subject cited above and the contract agreements under reference, this is to inform you that the contract between your organization and MegLIFE project, which governs the execution of MegLIFE works in the VPICs through the supply of manpower to the Block Project Offices under MegLIFE Project, will come to an end on October 29, 2023.

In view of the above, you are requested to settle all accounts, including pending payments such as TA/DA, salary, admin costs etc. within one month after the completion of the contract agreement, no later than November 29, 2023.

Furthermore, you are also requested to direct all of your staff who have been deputed to the MegLIFE Project to deposit the "Tablets" that were provided to them with the concerned BPM and obtain a "no due certificate" from the same.

SPMU, MegLIFE will release all pending dues of your organization once "no due certificates" are received from all NGO staff who have been deputed to the MegLIFE Project.

Thank you for your cooperation and understanding.

Best regards,

Yours sincerely

Additional Project Director
MegLIFE, MBDA Shillong

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong

A handwritten signature in black ink, appearing to be the initials 'MDF'.

Additional Project Director
MegLIFE, MBDA Shillong