



No PLN/MBDA/02602/2024/NF/1300

Dated: Shillong the 14th February 2025

Office Order

Once an asset is assigned to you, please ensure the following is adhered to:

1. Handle the equipment with care. Do NOT remove or erase Stickers, serial numbers pasted on the equipment. In the event of the stickers falling off, please inform Admin, SPMU immediately.
2. Do NOT interchange assets / equipment amongst colleagues without prior permission of your Reporting Officer and Admin, SPMU
3. On transfer from one place of posting to another and if asset transfer is required, it is mandatory to inform Admin, SPMU
4. **SPMU:** Upon detection of issues, please report the malfunction immediately through google form and follow up accordingly
5. **DPMU/BPMU:** Upon detection of issues:
 - a. Under Warranty: Please report the malfunction immediately to your respective DPM and Admin, SPMU so we can notify the vendor for immediate action via google form shared already.
 - b. Out of Warranty: Please report the malfunction immediately to your respective DPM via google form shared already.
 - c. Repair and maintenance can be carried out at district level post approval from APD/DPD.
6. Repair/parts replacement etc pertaining to equipment issue out of manufacturing defect shall be paid by the Organization.
7. Any repair / parts replacement **arising out of mishandling OR physical damage** (Cracks, breakage, black spot, bleeding screen, Liquid Seepage, missing screws, damaged ports etc) **shall be borne by the employee**
8. Stolen cases should be reported immediately and FIR filed within 48 hours. Copy of the FIR to be submitted to Admin, SPMU
9. Lost of equipment due to negligence, the cost shall be recovered from the employee
10. Installation of 3rd party Softwares which are not official is NOT allowed
11. Protection of data and its back up is responsibility of the employee. Ensure Anti Virus is always up-to date



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003

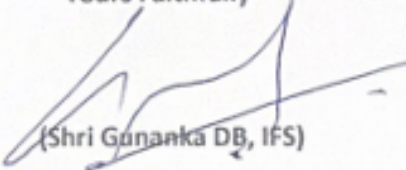
(Reg No. SR/MBDA - 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in. E-mail: admin.mbda@gov.in

12. MBMA / MBDA reserves the right to conduct inspections of any equipment/asset at any time
13. On exit from the Organization, all assets issued should be returned in good condition to the Admin, SPMU.

Strict action shall be taken against non-compliance of the above.

Yours Faithfully

(Shri Gunanka DB, IFS)

Executive Director

**Meghalaya Basin Development Authority &
Addl Project Director, MegLIFE/MegARISE**

To:

1. Chief Executive Officer, Meghalaya Basin Development Authority for kind information
2. Chief Executive Officer, Meghalaya Basin Management Agency for kind information
3. Deputy Commissioners, All districts, Government of Meghalaya for kind information
4. Director, Meghalaya Basin Development Authority for kind information
5. CFO, MBDA / MBMA, for kind information & necessary action
6. Deputy Project Directors, MegARISE/MegLIFE for kind information & necessary action
7. DPMs, All districts, , MBMA for kind information & necessary action
8. Component Heads, MBDA/GREEN MEGHALAYA/MegLIFE/MegARISE for kind information and to ensure strict adherence to this Office Order
9. All Staff, MBDA/MegLIFE/MegARISE/GREEN MEGHALAYA for kind information and strict adherence to this Office Order