



## 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](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

No PLN/MBDA/02602/2024/NF/504

Dated: Shillong the 27<sup>th</sup> August 2024

### Office Order

This order comes into effect from the 1<sup>st</sup> of September 2024 and until further orders that:

1. All files related to **MBDA/MegLIFE / MegARISE / MINR** shall now be routed through **eFiles ONLY**. Files processed through any other mode shall not be attended to.
2. Existing matters that have been taken up through DDFS are now to be processed through **eFiles**. Should there be a need to link documents, communications, approval etc which was processed through DDFS, the same can be exported from DDFS and upload in eFile for reference , continuity and further processing
3. Physical files shall be moved only on approval of the level ED/APD and above
4. The portal eFiles is under the same portal of eProposal however eProposal is for Financial file movement and eFile for Non-Financial Files.
5. Link to eFiles : <https://meghalayaone.gov.in/>
6. For creation of ID, please fill google form : <https://forms.gle/Ee1HNRnxnm7gR2d88>
7. Training details on eFiles shall be communicated in due course

  
Shri Gunanka DB, IFS  
Executive Director

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

To:

1. Chief Executive Officer, Meghalaya Basin Development Authority information & Development Commissioner, Government of Meghalaya 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 Director, MegARISE for kind information & necessary action
7. Deputy Project Director, MegLIFE for kind information & necessary action
8. DPMs, MegLIFE, All districts for kind information & necessary action
9. All Components, MegLIFE, SPMU, DPMUs, BPMUs kind information & necessary action
10. All Components, MegARISE, SPMU, CMUs kind information & necessary action