

Office of the Project Director  
Community-based Forest Management and  
Livelihood Improvement in Meghalaya

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Meghalaya Livelihood Improvement  
through Forest Enhancement

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Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

🌐 www.mbda.gov.in

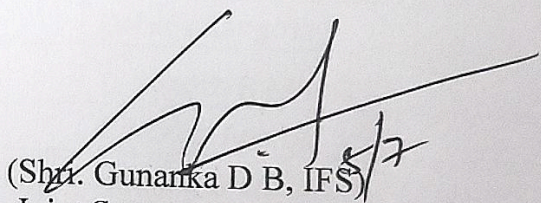
No. MBDA/ JICA/2022/1087/

Dated: Shillong the 5<sup>th</sup> July, 2024

**Office Order**

A 4 days training programme on the Basics of Book Keeping is Scheduled from 9<sup>th</sup> July 2024 to the 12<sup>th</sup> July, 2024. The venue is at **State Institute of Rural Development (SIRD), Nongsder**. All the IGA personnel are to attend the programme without fail. Further, concerned staffs are to inform the IVCS members as listed in **Annexure I** and accordingly attend the training with 2 members from each IVCS. The Programme schedule for the training is enclosed at **Annexure II**.

**Enclosed:** Annexure I- List of Participants  
Annexure II- Programme schedule

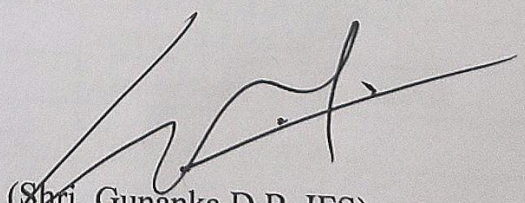
  
(Shri. Gunanka D B, IFS)  
Joint Secretary to the Govt. of Meghalaya  
Additional Project Director  
MegLIFE, MBDA

Memo: No. MBDA/ JICA/2022/1087/

Dated: Shillong the 5<sup>th</sup> July, 2024

Copy to:

1. All DPMs/BPMs for kind information and necessary action.

  
(Shri. Gunanka D B, IFS)  
Joint Secretary to the Govt. of Meghalaya  
Additional Project Director  
MegLIFE, MBDA

## List of participants for Exposure trip to IVCS under MLAMP

Sl No.	District	Block	Name of MegLIFE staff
1	SPMU		Sienmiki Lyngdoh M
2	SPMU		Teseng Marak
3	EKH	Mawryngkneng	Wanjoplang Shabong
4		Mawkynrew	Delanmi Massar
5	EWKH	Mairang	Hillari Kmenlang Nongsiang
6	SWKH	Mawkyrwat	Pynshngainborlang Lyngdoh Marshillong
7	RiBhoi	Umling	Nafisa Kharnaioir
8		Umsning	Bikash Das
9	EJH	Saipung	Wandakaru Phawa
10	WJH	Thadlaskein	Kegitar L. Lyngkhoi
11		Laskein	Munas Lyngdoh
12	WGH	Rongram	Salman Marak
13		Tikrikilla	Danang R Marak
14		Dalu	Denilla Sangma
15		Gambegre	Tengbath R Marak
16		Selsella	Felisitha Arengh
17		Other Gr 2 Blocks	Noejing B Marak
18	SGH	Gasuapara	Justine Breddy G Momin
19		Rongara	Sunil Rai
20		Baghmara	Albia Nora Charmie Sangma
21		Chokpot	Lohan B Marak
22	SWGK	Betasing	Benjoli A Sangma
23		Zikzak	Jyoti Prasad Rabha
24	NGH	Resubelpara	Miansadora B Sangma
25		Kharkutta	Lamminthang Hanghal
26	EGH	Samanda	James R Marak
27		Songsak	Leena Nivedita Ch Marak
28		Dambo Rongjeng	Trainkey S Marak

Sl No.	District	No. of IVCS members	Name of IVCS
1	West Jaintia Hills	2	longsnieh Takhniang IVCS
2	West Jaintia Hills	2	longlwit IVCS Ltd
3	West Jaintia Hills	2	Sanaro IVCS Ltd
4	Ri Bhoi	2	Umtasor Mawdkhar IVCS Ltd
5	South West Garo Hills	2	Wagipara Chadambe IVCS Ltd
6	South West Garo Hills	2	Malchapara IVCS Ltd

**Annexure II**

**4 Days Orientation and Training on Basic Book-keeping for members of the newly formed IVCS  
under MegLife and IGA staff**

Date – 9<sup>th</sup> – 12<sup>th</sup> July, 2024

Venue – CORP, Mawlai Umshing Shillong

Programme Coordinator – Sienmiki Lyngdoh M and Teseng Marak, Senior Manager

Sessions	Topics	Coordinator
<i>Day 1</i>		
	Registration	SM- MegLIFE, RF SPMU
I	Inaugural Session-Introduction- Briefing on the objective of the programme	
II	Overview of MegLIFE project, MBDA	
III	Brief on the Livelihood component of MegLife	
IV	IVCS - concept, benefits, operations & functioning, activities of IVCS, management, different committees in IVCS	
V	Role of Cooperation Department and Meghalaya Cooperative Apex Bank Ltd.	
VI	Bye-Law of IVCS and Meghalaya Cooperative Societies Act	
VII	Principles of Management Role of Managing Committee in IVCS, IVCS – Operations and Activities that the IVCS should take up after Registration	
VII	Different Committees in IVCS – Finance Committee, Business Committee, Procurement Committee	
<i>Day 2</i>		
I	Recap on the sessions of Day 2	RF SPMU
II	Minutes Book, Cash Book, General Ledger, Head of accounts, Vouchers etc. – Discussions	
III	Book-keeping of IVCS – Books & Registers to be maintained by IVCS	
IV	Hands on Training on Cash Book & General Ledger	
<i>Day 3</i>		
I	Recap on the sessions of Day 3	RF SPMU
II	Hands-on exercise on Membership Enrolment-Application, Admission, Share Capital, Saving Deposit Mobilization	

Sessions	Topics	Coordinator
III	Hands-on exercise on Membership Enrolment-Application, Admission, Share Capital, Saving Deposit Mobilization....contd	
IV	Hands-on exercise on Membership Enrolment-Application, Admission, Share Capital, Saving Deposit Mobilization....contd	
<i>Day 4</i>		
I	Recap on the sessions of Day 4	RF SPMU
II	Hands-on training on General Ledger	
III	Interactive Session	
IV	Assessment of the participants	
V	Wrap Up	

Note:

1. Day-to day sessions will commence from 10 AM.
2. Morning Tea & Afternoon Tea Breaks – 11:00 AM to 11:15 AM/  
04:00 to 4:15 PM
3. Lunch Break – 01:00 PM to 02:00 PM