



No. MBDA/ JICA/2022/1087/2001

Dated: Shillong the 14th Oct, 2024

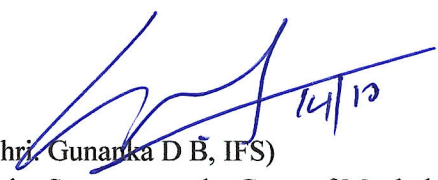
Office Order

The district level training programme on the Basics of Book Keeping for the members of 52 registered IVCS as per the participants list enclosed, has to be conducted with immediate effect and complete by 18th October 2024. The training are to be conducted at the District Level inviting 2 members only from each of the IVCS registered recently. The list of the same is enclosed herewith at **Annexure I**. All the DPMs are to make necessary arrangements for organising this training programme as per the programme schedule and approved budget accordingly.

Experts from the office of the ARCS office and MLAMP may be invited as Resource Persons during the training programme.

Further, the Programme schedule for the said training is enclosed at **Annexure II** along with the detailed budget at **Annexure III**.

Enclosed: Annexure I- List of Registered IVCS
Annexure II- Programme schedule
Annexure III- Budget

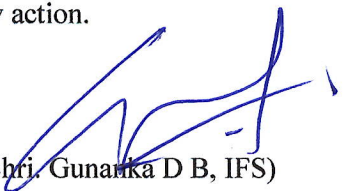

(Shri. Gunanka D B, IFS)
Joint Secretary to the Govt. of Meghalaya
Additional Project Director
MegLIFE, MBDA

Memo: No. MBDA/ JICA/2022/1087/2001

Dated: Shillong the 14th Oct, 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

Training Calendar for Basics of Book Keeping

SN	District	Block	Name of IVCS Applied online	Tentative Dates for Training	
				Start Date	End Date
1	EGH	Rongjeng	Simseng Rongal	24.09.24	27.09.24
2	EGH	Rongjeng	Mesiltok IVCS	24.09.24	27.09.24
3	EGH	Rongjeng	Moronga IVCS	24.09.24	27.09.24
4	EGH	Rongjeng	Simseng Mrokma IVCS	24.09.24	27.09.24
5	EGH	Samanda	Gitokgre IVCS	24.09.24	27.09.24
6	EGH	Samanda	Durama IVCS	24.09.24	27.09.24
7	EGH	Samanda	Kalak Songitcham IVCS	24.09.24	27.09.24
8	EGH	Samanda	Bansinggre IVCS	24.09.24	27.09.24
9	EGH	Songsak	Danal Integrated Village Cooperative Society LTD	24.09.24	27.09.24
10	EGH	Songsak	Domesal Rongrong IVCS Ltd	24.09.24	27.09.24
11	EJH	Saipung	Saipung IVCS	24.09.24	27.09.24
12	EJH	Saipung	Mulai brisumer IVCS	24.09.24	27.09.24
13	EKH	Mawryngkneng	Lawei Ba phyrnai IVCS Ltd Mawmuthoh	24.09.24	27.09.24
14	EKH	Mawryngkneng	Kut IVCS Ltd	24.09.24	27.09.24
15	EWKH	Mairang	Laitdombah IVCS Ltd	24.09.24	27.09.24
16	EWKH	Mairang	Nongthyllep Mawkyi Integrated Village Cooperative Society Ltd	24.09.24	27.09.24
17	EWKH	Mairang	Mawpyrdoi Lawkynter IVCS Ltd	24.09.24	27.09.24
18	EWKH	Mairang	Tyllilang Integrated Village Cooperative Society Ltd.	24.09.24	27.09.24
19	EWKH	Mairang	Sohtyngkhur IVCS Ltd	24.09.24	27.09.24
20	EWKH	Mairang	Ar Shnong lengskhemlang IVCS	24.09.24	27.09.24
21	NGH	Kharkutta	Chachat Abri IVCS Ltd	24.09.24	27.09.24
22	NGH	Kharkutta	Tangbang IVCS Ltd	24.09.24	27.09.24
23	NGH	Kharkutta	Darang Rongro IVCS Ltd	24.09.24	27.09.24
24	NGH	Resubelpara	Bakrime IVCS Ltd	24.09.24	27.09.24
25	NGH	Resubelpara	Tangkame IVCS Ltd	24.09.24	27.09.24
26	NGH	Resubelpara	Chuangchina IVCS Ltd.	24.09.24	27.09.24
27	NGH	Resubelpara	Kucholsan IVCS Ltd.	24.09.24	27.09.24
28	RB	Umsning	Nangroi Nongbah Myrdon IVCS	24.09.24	27.09.24
29	SGH	Baghmara	Gare Nengjabing IVCS	24.09.24	27.09.24
30	SWGK	Betasing	Chiringpara IVCS	24.09.24	27.09.24
31	SWGK	Betasing	Kassibil IVCS	24.09.24	27.09.24
32	SWGK	Betasing	Kolkatola IVCS	24.09.24	27.09.24
33	SWGK	Zikzak	Sunrise IVCS	24.09.24	27.09.24

34	SWGK	Zikzak	Aruak IVCS	24.09.24	27.09.24
35	SWGK	Zikzak	Patijora IVCS	24.09.24	27.09.24
36	SWGK	Zikzak	Tarapara IVCS	24.09.24	27.09.24
37	SWKH	Mawkyrwat	Saw Chnong IVCS Ltd	24.09.24	27.09.24
38	WGH	Dalu	Bakrim IVCS	24.09.24	27.09.24
39	WGH	Dalu	Dewali IVCS	24.09.24	27.09.24
40	WGH	Gambegre	Abendagri IVCS Ltd	24.09.24	27.09.24
41	WGH	Gambegre	Tochapara IVCS Ltd	24.09.24	27.09.24
42	WGH	Tikrikilla	Ravagre Sevenstar IVCS	24.09.24	27.09.24
43	WGH	Tikrikilla	Bawanamgipa IVCS	24.09.24	27.09.24
44	WGH	Tikrikilla	Fourstar IVCS	24.09.24	27.09.24
45	WGH	Tikrikilla	Chaknari Group IVCS	24.09.24	27.09.24
46	WJH	Laskein	Saba IVCS	24.09.24	27.09.24
47	WJH	Laskein	Thangrain IVCS	24.09.24	27.09.24
48	WJH	Laskein	Mowtyrshiah A IVCS	24.09.25	27.09.25
49	WJH	Laskein	Mowtyrshiah B IVCS	24.09.24	27.09.24
50	WJH	Thadlaskein	Lapangap IVCS Ltd	24.09.24	27.09.24
51	WJH	Thadlaskein	Mynkrem IVCS Ltd	24.09.24	27.09.24
52	WJH	Thadlaskein	longsnieh Takhniang IVCS Ltd	24.09.24	27.09.24

Training on Basics of Book Keeping for IVCS members- MegLife

Date – (To be scheduled by the DPMU)

Venue – DPMU- MegLIFE (District)

Sessions	Topics	Resource Person
Day 1		
	Registration	IGA Staff
1	Inaugural Session-Introduction- Briefing on the objective of the programme	DPMU
2	Overview of MegLIFE project, MBDA and briefing on the Livelihood component of the project	DPMU
3	IVCS - concept, benefits, operations & functioning, activities of IVCS, management, different committees in IVCS	DPMU
4	Role of Cooperation Department and Meghalaya Cooperative Apex Bank Ltd.	RP from Cooperation Dept.
5	Bye-Law of IVCS and Meghalaya Cooperative Societies Act	RP from Cooperation Dept.
6	Principles of Management of the IVCS	
7	Different Committees of the IVCS and their roles.	
Day 2		
1	Recap on the sessions of Day 2	DPMU
2	Minutes Book, Cash Book, General Ledger, Head of accounts, Vouchers etc. – Discussions	IGA Staff and RP from MLAMP
3	Book-keeping of IVCS – Books & Registers to be maintained by IVCS	
4	Hands on Training on Cash Book & General Ledger	
Day 3		
1	Recap on the sessions of Day 2	IGA Staff and RP from MLAMP
2	Hands-on exercise on Membership Enrolment-Application, Admission, Share Capital, Saving Deposit Mobilization	
Day 4		
1	Recap on the sessions of Day 3	DPMU
2	Hands-on training on General Ledger	IGA Staff and RP from MLAMP
3	Interactive Session	All participants

4	Assessment of the participants	DPMU
5	Wrap Up	

Note:

- 1. Day-to day sessions will commence from 10 AM.
- 3. Lunch Break – 01:00 PM to 02:00 PM

Budget for Training on Basics of Book Keeping

SN	Districts	# of IVCS for BK training	# of participants (2 per IVCS+ 1 RP + IGA Staff)	Food per head: Breakfast@ 100/- Lunch @ 250/- Tea & Snacks @ 30/- Dinner @ 250/-	Stationeries @ 50/- per participant	Training Materials @ 150/- per participant to be issued by SPMU	Travel Allowance as per actuals from IVCS HQ to the district HQ (Both ways	Resource Fee (As per SIRD rate)	Accomodatio n per participants for 4 nights @600/ night	Total Amount	Total Amount to be released to DPMU
1	EGH	10	22	55440	1000	3000	18120	1200	48000	126760	123760
2	EJH	2	6	15120	200	600	1240	1200	9600	27960	27360
3	EKH	2	6	15120	200	600	2600	1200	9600	29320	28720
4	EWKH	6	14	35280	600	1800	5420	1200	28800	73100	71300
5	NGH	7	16	40320	700	2100	8000	1200	33600	85920	83820
6	RB	1	4	10080	100	300	960	1200	4800	17440	17140
7	SGH	1	4	10080	100	300	4000	1200	4800	20480	20180
8	SWGK	7	16	40320	700	2100	1760	1200	33600	79680	77580
9	SWKH	1	4	10080	100	300	4000	1200	4800	20480	20180
10	WGH	8	18	45360	800	2400	5440	1200	38400	93600	91200
11	WJH	7	16	40320	700	2100	4340	1200	33600	82260	80160
	Grand Total	52	126	317520	5200	15600	55880	13200	249600	657000	641400

(Rupees Six Lakhs Fourty One Thousand four Hundred Sixty only)

Note: Training materials at column 'G' for participants to be printed at SPMU level and issue to DPMUs