

Office of the Project Director
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Livelihoods Improvement in Meghalaya
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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/2022/344/1141

Dated: Shillong, the 5th August, 2023

NOTIFICATION

4 days residential training for MegLIFE VCFs on “Accounting, Register Maintenance, MIS & Community Procurement” w.e.f 8th August 2023 will be conducted at the district headquarters of the MegLIFE Project DPMUs as per the Module & Schedule with venue attached at **Annexure-1**.


2. These training will be organized to develop Master Trainers who will in turn train & facilitate VPIC members of MegLIFE Villages for maintenance of records and community procurement at Project Villages.

3. All expenditures for conducting these trainings shall be booked as per the model budget and district wise approved travelling allowance as annexed at **Annexure-2 & Annexure-3**.

4. BPM shall visit all trainings of their blocks (1st day and 4th day) and submit report through MegLIFE MIS Visit Form. BPMs shall facilitate PA, Finance of DPMU to conduct sessions on community procurement, filing of nursery and plantation journal.

4. Expenditure for the training shall be booked under the Major Head-3.1 Capacity Development and Sub Head 3.1.2 Training, Exposure Visits and Workshops.

Encl- As stated


(Gunanka DB, IFS)
Additional Project Director
MegLIFE, MBDA Shillong

Memo No. MBDA/JICA/2022/344/1141

Dated: Shillong, the 5th August, 2023


To:

1. Sr. Manager, Finance & Accounts/PA, Finance/Data Managers, MIS, SPMU, MegLIFE
2. All BPMs, MegLIFE Project
3. All PA, Finance, MegLIFE Project

-for necessary action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. All DPMs, MegLIFE Project-for necessary action


Technical Specialist, Project Management
MegLIFE, MBDA Shillong

Annexure-1

Training Schedule for 4 days Residential Training of MegLIFE VCFs on “Accounting, Register Maintenance, MIS & Community Procurement”

Date	no of days	Batch	Garo Hills	VCF No.	Venue for GH	Khasi/Jaintia Hills	VCF No.	Venue for GH
08 -11th Aug. 2023	4	Batch 1	WGH	35	Smelc, Tura	EJH	21	JHDS, JOWAI
16 - 19th Aug. 2023	4	Batch 2	SGH	35	Bakdil, Baghmara	WJH	30	JHDS, JOWAI
22- 25th Aug. 2023	4	Batch 3	EGH	35	Vetenary Training Centre, Williamnagar	EWKH	26	MAIRANG
29 - 1st Sept. 2023	4	Batch 4	NGH	42	Mendipatar Coop. Society, Mendipatar	SWKH	21	NATIVITY PARISH HALL, MAWKYRWAT
4 - 7th Sept. 2023	4	Batch 5	SWGK	45	SMELC, Tura	RB	43	RRTC, UMRAN
12 - 15th Sept. 2023	4	Batch 6	WGH	35	Smelc, Tura	EKH	35	BETHANY SOCIETY, LAIKUMKHAH
19 - 22nd Sept. 2023	4	Batch 7	SGH	36	Bakdil, Baghmara			
26 - 29th Sept.2023	4	Batch 8	WGH	31	Smelc, Tura			
3 - 6th Oct. 2023	4	Batch 9	EGH	30	Vetenary Training Centre, Williamnagar			
			Total	324			176	

Training Module for Residential Training of VCFs on accounting-register Maintenance & Procurement at VPIC

1st Day

Session Time/ Duration	Topic	Resource Person
SESSION 1: REGISTRATION & INTRODUCTION		
30 Minutes (10:00 – 10:30 AM)	<ul style="list-style-type: none"> • Registration • Introduction – Ice Breaking 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
SESSION 2: MegLIFE ACCOUNTING and CASH BOOK WRITING		
60 Minutes 10:30 AM – 11:30 AM	<ul style="list-style-type: none"> • Accounting under MegLIFE VPIC • Making Entries in the Cashbook using vouchers, Bank pass book 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
SESSION 3: SESSION 2. Contd.		
30 Minutes 11:30 AM – 12:00 Noon	<ul style="list-style-type: none"> • Making Entries in the Cashbook using vouchers, Bank pass book 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
SESSION 4: SESSION 2. Contd.		
60 Minutes 12:00 Noon – 01:00 PM	<ul style="list-style-type: none"> • Making Entries in the Cashbook using vouchers, Bank pass book- Practical Exercise 	SPMU Accounts Team/ PA Finance posted in the concerned Garo Hills DPMU
LUNCH BREAK (1.00 – 2.00 PM)		
SESSION 5: DOUBT CLEARING SESSION on SESSION 2		
60 Minutes (2:00 – 3:00 PM)	<ul style="list-style-type: none"> • Cashbook checking • Clearing doubts 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
Tea Break (15 min)		
SESSION 6: LEDGERBOOK ENTRY THROUGH MIS		
60 minutes (3:15 – 4:15 PM)	<ul style="list-style-type: none"> • Entering Cashbook data using MegLIFE MIS 	SPMU MIS Team
SESSION 7: SESSION 6 COTD.		
30 minutes (4:15 – 4:45 PM)	<ul style="list-style-type: none"> • Entering Cashbook data using MegLIFE MIS 	SPMU MIS Team

2nd Day

Session Time/ Duration	Topics	Resource Person
SESSION 1: RECAPITULATION of DAY 1		
30 min 10:00 – 10:30 AM	<ul style="list-style-type: none"> Day 1 learning recap 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
SESSION 2: MAKING ENTRIES IN LEDGER BOOK		
60 min 10:30 – 11:30 AM	<ul style="list-style-type: none"> Making Entries in the Cashbook using vouchers 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
SESSION 3: SESSION 2. Contd.		
90 min 11:30 AM – 01:00 PM	<ul style="list-style-type: none"> Making Entries in the ledger book using cashbook- Practical Exercise 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
LUNCH BREAK (1.00 – 2.00 PM)		
SESSION 4: DOUBT CLEARING SESSION on SESSION 2		
90 min 02:00 – 03:30 PM	<ul style="list-style-type: none"> Ledger book checking Clearing doubts 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
Tea Break (15 min)		
SESSION 5: LEDGERBOOK ENTRY THROUGH MIS		
30 min 03:45 – 4:15 PM	<ul style="list-style-type: none"> Entering ledger book data using MegLIFE MIS 	SPMU MIS Team
SESSION 6: LEDGERBOOK ENTRY THROUGH MIS		
30 minutes (4:15 – 4:45 PM)	<ul style="list-style-type: none"> Entering ledger book data using MegLIFE MIS 	SPMU MIS Team

3rd Day

Session Time/ Duration	Topics	Resource Person
SESSION 1: RECAPITULATION of DAY 2		
90 min 10:00 – 11:30 AM	<ul style="list-style-type: none"> Day 2 learning recap 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
SESSION 2: MAKING ENTRIES IN VPIC REGISTERS (PART-1)		
30 min 11:30 AM – 12:00 Noon	<ul style="list-style-type: none"> Making entries in VPIC registers 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
SESSION 3: MAKING ENTRIES IN VPIC REGISTERS (PART-2)		
60 min 12:00 noon – 01:00 PM	<ul style="list-style-type: none"> Making entries in VPIC registers 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
LUNCH BREAK (1.00 – 2.00 PM)		
SESSION 4: REGISTER ENTRY THROUGH MIS		
30 min 02:00 – 02:30 PM	<ul style="list-style-type: none"> Entering data of physical registers using MegLIFE MIS 	SPMU MIS Team
Tea Break (15 min)		
SESSION 5: REGISTER ENTRY THROUGH MIS		
30 min 02:45 – 3:15 PM	<ul style="list-style-type: none"> Entering data of physical registers using MegLIFE MIS 	SPMU MIS Team
SESSION 6: REGISTER ENTRY THROUGH MIS		
30 min 03:15 – 3:45 PM	<ul style="list-style-type: none"> Entering data of physical registers using MegLIFE MIS 	SPMU MIS Team
SESSION 7: MONTHLY WORKLOG ENTRY THROUGH MIS		
30 min 03:15 – 3:45 PM	<ul style="list-style-type: none"> Entering worklog using MegLIFE MIS 	SPMU MIS Team
SESSION 8: DOUBT CLEARING SESSION		
30 minutes (4:15 – 4:45 PM)	<ul style="list-style-type: none"> Doubt clearing on physical and MIS entries 	SPMU MIS Team

4th Day

Session Time/ Duration	Topics	
SESSION 1: PROCUREMENT BY MegLIFE VPIC		
90 min 10:00 – 11:30 AM	<ul style="list-style-type: none"> Step by step procurement procedure 	BPMs & PA Finance, DPMU
SESSION 2: SESSION 1 COTD.		
30 min 11:30 AM – 1:00 Noon	<ul style="list-style-type: none"> Practical exercise on writing comparison statement and award of contract, Nursery Journal & Plantation Journal 	BPMs & PA Finance, DPMU
SESSION 3: EVALUATION OF PARTICIPANTS		
60 min 1:00 noon – 01:30 PM	<ul style="list-style-type: none"> Test 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
LUNCH BREAK (1.30 – 2.00 PM)		
SESSION 4: RESULT & DISCUSSION		
30 min 02:00 – 02:30 PM	<ul style="list-style-type: none"> Declaring results and clearing doubts 	SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU
Tea Break (15 min)		
SESSION 5: VALEDICTORY		
30 min 02:45 – 3:15 PM	<ul style="list-style-type: none"> Valedictory & Certificate Distribution 	BPM/DPM/ SPMU Accounts Team for Khasi & Jaintia Hills/ PA Finance posted in the concerned Garo Hills DPMU

Mode Budget (Per Training)
for 4 days Residential Training of MegLIFE VCFs on
“Accounting, Register Maintenance, MIS & Community Procurement”

Particulars	Unit Cost/person	Upper Limit
Breakfast	70	70
Lunch	150	200
Evening Tea	30	30
Dinner	150	200
Lodging	600	800
Booking of Venue	4000	4000
Writing Pad & Pen	50	50

**District wise Approved Travelling Allowance for VCFs for Participating in for 4 days
Residential Training of MegLIFE VCFs on
“Accounting, Register Maintenance, MIS & Community Procurement”**

DPMU	Approved TA (Upper limit)	
EKH	600	
WKH	800	
EJH	500	
WJH	400	
Ri-Bhoi	500	
SWGK	300	
NGH	700	
EGH	1000	
SWKH	1000	
WGH	400	
SGH	800	
NB- TA approved is for to & fro and shall be booked as per Actual		