

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001

+91 364-3510190 www.mbda.gov.in

meglife.mbda@gmail.com/jica.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/F&A/2022/1247

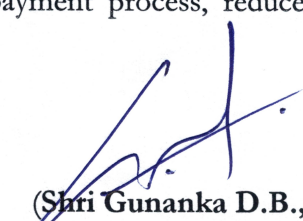
Dated: Shillong, the 15th September, 2023

OFFICE ORDER

In continuation to the Office Order No. F&A /2023/177/336 dated Shillong, the 20th March 2023 with regard to the **Guideline for the expenditure and settlement of advances drawn staff**, it is hereby directed that any payments related to training, including materials, refreshment and TA/DA for trainees, will be made directly to the vendor or party concerned by the State Project Management Unit (SPMU) and District Project Management Unit (DPMU). No advance payments will be given to staff members for these purposes. However, staff members can continue to request advances for their Travel Allowance (TA) and Daily Allowance (DA) for their own official tours to the field, subject to the duration of the tour and their entitlement.

Henceforth, any expenses related to training refreshments and materials should be appropriately budgeted, include the name of the vendor or party concerned and their respective account numbers.

This decision has been made to streamlining financial processes, strengthening financial control, ensuring the efficient utilization of project resources and to avoid audit objections. By directly paying vendors and parties involved in training expenses, we can expedite the payment process, reduce staff burdens, and mitigate the risk of financial irregularities.

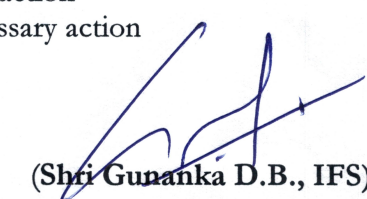

(Shri Gunanka D.B., IFS)
Additional Project Director
MegLIFE, MBDA Shillong

Memo No. MBDA/F&A/2022/1247

Dated: Shillong, 15th August 2023.

Copy to:

1. The Project Director, MegLIFE, MBDA for kind information
2. Deputy Commissioner & Chairman, DPMU, EKH/WKH/SWKH/RB/EJH/WJH/WGH/NGH/SGH/EGH/SWGH for kind information.
3. Chief Finance Officer MBDA-MBMA for kind information.
4. District Project Managers, MegLIFE, EKH/WKH/SWKH/RB/EJH /WJH/WGH/NGH/SGH/EGH/SWGH, for kind information and comply necessary action
5. Concerned Sector Head, SPMU for information and comply necessary action


(Shri Gunanka D.B., IFS)
Additional Project Director
MegLIFE, MBDA Shillong