

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/2022/2047

Dated: Shillong, the 18th November, 2024

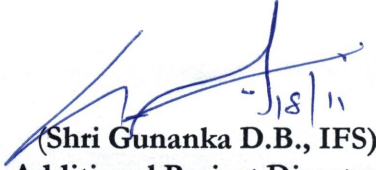
OFFICE ORDER

It has come to our attention that many MegLIFE staff are not submitting their TA/DA reimbursement claims promptly, making it challenging for Finance staff to verify tours and increasing their workload by requiring checks across multiple days at once.

Therefore, it has been directed that all TA/DA reimbursements, including the settlement of tour advances, must be submitted within 15 days of tour completion.

This order is in line with the previous office orders No. F&A/2023/177/336 dated March 20, 2023, and No. MBDA/ F&A/2022/1247 dated September 15, 2023, regarding the Guidelines for Staff Expenditure and Advance Settlement. All other existing procedures for obtaining TA/DA advances remain unchanged.

The decision has been made to streamlining financial processes, strengthening financial control, expedite the payment process, and mitigate the risk of financial irregularities. and to avoid audit objections.

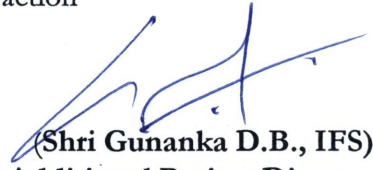

(Shri Gunanka D.B., IFS)
Additional Project Director
MegLIFE, MBDA Shillong

Memo No. MBDA/F&A/2022/2047

Dated: Shillong, 18th November 2024.

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. District Project Managers, MegLIFE, EKH/WKH/SWKH/RB/EJH /WJH/WGH/NGH/SGH/EGH/SWGH, for kind information and comply necessary action


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