

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

Shalom Building, 2nd Floor,
Lower Lachumere, Shillong-793001

meglife.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency



www.mbda.gov.in

File No./MBDA/JICA/M&E/2022/925/1337

Dated Shillong the 04th November 2023

OFFICE ORDER

Subject: Complete upload of backlog data in MIS Mobile Application (APPVERSE)

Ref: File No./MBDA/JICA/M&E/2022/925/1316 Dated Shillong the 17th October 2023.

In view of recent server disruptions and subsequent reactivation of the MIS Mobile Application (Appverse), it has come to the notice of this office that pending data uploads in Appverse require immediate attention.

In light of the above, it is hereby directed that all backlog data be entered into Appverse by November 15, 2023, utilizing the data entry forms as listed in Annexure-A.

By order

(Gunanka DB, IFS)

Joint Secretary to Govt of Meghalaya
Executive Director MBDA & MINR
Additional Project Director MegLIFE,
MBDA Shillong

Annexure- A

SI No.	Form Name	Form Category	Staff concern
1	MegLIFE Microplan	Survey	BPM
2	F1: Planning Community Nursery	Community Nursery	BPM
3	F2: Nursery Description Form	Community Nursery	BPM
4	Community Nursery Bed Form_3	Community Nursery	BPM
5	Community Hall:Documentation	Community Hall	BPM
6	Planning Plantation:F1	Plantation	BPM
7	Plantation - F2	Plantation	BPM
8	SWC - Plastic Tank- Documentation	SWC	BPM
9	SWC - RCC Storage Tank- Documentation	SWC	BPM
10	SWC - Spring Tapped Chamber - Documentation	SWC	BPM
11	SALT Monitoring	SALT	BPM
12	MegLIFE - Grp1: VPIC TRAINING	Training	BPM/NGO
13	MegLife Community Nursery Establishment Training Form	Training	BPM/NGO
14	MegLife: Grp2- VPIC Training	Training	BPM/NGO
15	MegLife: Grp2- Community Nursery Establishment Training	Training	BPM/NGO
16	Community Hall-Feasibility Check	Community Hall	FE
17	Phase1:Foundation-Plinth-Community Hall	Community Hall	FE
18	Community Hall_Phase 2	Community Hall	FE
19	SWC - Spring Tapped Chamber - Feasibility	SWC	FE
20	SWC - RCC Storage - Feasibility	SWC	FE
21	SWC - Plastic Tank - Feasibility	SWC	FE
22	SWC - Plastic Tank- Materials and Act	SWC	FE
23	SWC - Spring Tapped Chamber- Materials and Act	SWC	FE
24	SWC - RCC Storage Tank- Materials and Act	SWC	FE

25	SWC - Irrigation Check Dam - Feasibility	SWC	FE
26	SWC Vented Check Dam Feasibility	SWC	FE
27	SWC Dugout Ponds Feasibility	SWC	FE
28	SWC - Conservation Ponds - Feasibility	SWC	FE
29	MegLife:Household Survey	Survey	VCF
30	Fixed Assets	Register	VCF
31	Current Assets	Register	VCF
32	Minutes of Meeting	Register	VCF
33	Muster Roll	Register	VCF
34	Cashbook	Finance	VCF
35	Outside Membership Register	Register	VCF
36	Community Contribution	Register	VCF
37	Activity Village Procurement	Procurement	VCF
38	Visitor - Inspection Form	Visit form	SPMU/PMC/DPM/BPM/NGO/VCF