

Office of the Project Director
Community-based Forest Management and
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/F&A/2022/1159/1829

Dated: Shillong, the 29th July, 2024

Office Order

Sub: Management of Operational and Admin Cost under MegLIFE Field Units

In order to streamline the settlement of Operational and administrative costs, the following guidelines are issued which shall come into force with immediate effect.

Guidelines for expenditure and settlement of operational and Administrative Cost:

1. The upper limit for renting of office space for both DPMU and BPMU combined in one place shall be Rs.35000/- (Rupees thirty five thousand only) per month. If this limit exceeds due to some unavoidable circumstances, the concerned DPM shall seek permission from SPMU.
2. The upper limit for renting office space for DPMU and BPMU in separate places shall be Rs.15000/- (Rupees fifteen thousand only) per month. If this limit exceeds due to some unavoidable circumstances, the concerned DPM shall seek permission from SPMU.
3. The upper limit for incurring expenditure on POL per month per vehicle shall be Rs.20000/- (Rupees twenty thousand only) @2000 km @ Rs.10/- per Km. In case this limit exceeds due to some unavoidable circumstances, then the concerned DPM shall submit a justification to SPMU before booking the extra expenditure. The extra expenditure shall not be booked without written approval from SPMU.
4. The upper limit for incurring expenditure on the procurement of stationery is Rs.5000/- (Rupees five thousand only) per month per DPMU.
5. The upper limit for incurring expenditure on the procurement of stationery is Rs.7000/- (Rupees seven thousand only) per month per BPMU including expenditure incurred due to printing of VPIC documents.
6. For Maintenance and repair of vehicles, rates shortlisted through RFQ (of minimum 3 quotations) shall be shared with SPMU. Sanctions shall be given on case to case basis as per rates of shortlisted vendors submitted by DPM to SPMU.

// By Order//

(Shri Gunanka DB, IFS)

Joint Secretary to the Govt. of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA Shillong

No. MBDA/JICA/F&A/2022/1159/1829

Dated: Shillong, the 29th July, 2024

To:

1. Sr. Manager, F&A, SPMU, MegLIFE, MBDA
2. All DPMs and BPMs MegLIFE, MBDA
3. PA, Finance, SPMU/DPMU

-For necessary action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. The Deputy Project Director, MegLIFE, MBDA

Borah

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong