

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

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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/F&A/2022/1159/979

Dated: Shillong, the ...^{1st} April, 2023

From:

Shri Gunanka DB, IFS
Additional Project Director
MegLIFE, MBDA, Shillong

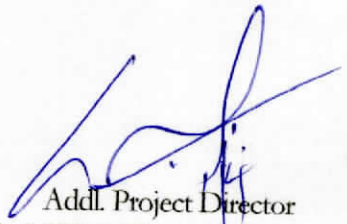
To:

The District Project Managers
MegLIFE Project, MBDA
Meghalaya

Sub- Workorder for implementing MegLIFE activities through VPICs


Please find enclosed herewith the sample workorder to be issued by Deputy Commissioners to the VPICs for implementing MegLIFE activities as per activity wise budget sanctioned.

Encl: As stated.


Addl. Project Director
MegLIFE, MBDA, Shillong


Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong -for favour of kind information


Additional Project Director
MegLIFE, MBDA, Shillong

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No. _____

Dated _____

WORK ORDER

To

The Chairman/Secretary
VPIC _____

Sub: **Work Order** for _____

Sir,

With reference to the above subject, please find enclosed herewith the estimate/design/guidelines and site verification report by the concerned BPMU staff of _____ BPMU. The fund for the work mentioned in the subject cited above is available in the VPIC Account. You are hereby directed to take necessary actions for the commencement of the work as below:-

1. Name of the Work _____
2. Amount Sanctioned _____

The estimate/design/guidelines are hereby attached as Annexure “A” for your reference.

Terms & Conditions

1. The Chairman/Secretary, _____ VPIC are instructed to follow the Plan, estimate, design and guidelines as approved, any diversion of fund not allowed.
2. The Monthly progress of the above-mentioned work will be checked by the concerned BPMU staff and you are hereby instructed to maintain records (as instructed by BPMs) enclosing **Original Bills** for any payment made in the VPIC respectively.

Deputy Commissioner & Chairman
(District name)

No. _____

Dated _____

Copy to:

1. The Block Development Officer, _____ Block, for favour of your kind information
2. The DPM _____
3. The BPM, for favour of information and necessary action

Deputy Commissioner & Chairman
(District name)