

**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 /F&A/2022/ 412

Dated: Shillong, the 16th February 2026

OFFICE ORDER

It has been observed that in many cases TA/DA claims are being submitted without strictly adhering to the guidelines, MBDA-MBMA TA Rules, and issued instructions. This results in difficulties in verification of field visits and delays in settlement of claims.

In order to streamline financial procedures, strengthen monitoring, and ensure transparency and accountability, the following instructions are hereby issued for strict compliance:

1. For all claims pertaining to MegLIFE, all staff, including CoE, LRB, and Health Cube teams undertaking field visits, must mandatorily fill and submit the MIS Field Visit Form for every visit. Any TA/DA claim submitted without the corresponding MIS Field Visit Form will not be processed or cleared.
2. Drivers accompanying staff during field visits must submit their TA/DA claims along with the concerned staff whom they accompanied. Separate or delayed submission of driver claims will not be entertained. In case concerned staff fails to make timely claims, drivers may submit their claims with proper justification including log book.
3. All fuel filling and reimbursement shall be strictly regulated as per the MBDA/MBMA TA Rules. Fuel claims shall be admissible only as per the prescribed norms. The rate of mileage allowance and fuel reimbursement shall be governed strictly as per MBDA/MBMA TA Rules (Appendix-V). A properly maintained Vehicle Log Book must be attached at the time of submission of TA/DA claims.
4. Only original computer-generated bills issued by authorised Fuel Refill Stations shall be accepted for reimbursement of fuel expenses. Handwritten, photocopied, or duplicate bills will not be entertained for settlement of claims.
5. TA/DA advances must be settled before applying new TA-DA advance.
6. TA/DA claims should be submitted on a monthly basis. Claims that are beyond 30 days late will not be entertained without valid justification and prior approval of the competent authority.

This order shall come into force with immediate effect. Non-compliance may result in rejection of reimbursement.

This issues with the approval of the competent authority.


(Shri Wankit Kupar Swer)
Deputy Project Director
MegLIFE-MBDA

Memo No.MBDA /F&A/2022/ 412

Dated: Shillong, the 16th February 2026

Copy to:

1. The Project Director, MegLIFE, MBDA – for your kind information.
2. The Additional Project Director, MegLIFE, MBDA – for your kind information.
3. The Deputy Commissioner & Chairman DPMU EKH / WKH / SWKH / RB / EJH / WJH / WGH / NGH / SGH / EGH / SWGH – for your kind information
4. The Chief Financial Officer ,MBDA/MBMA for your kind information
5. The Director (A), MBDA for your kind information
6. The District Project Managers, MegLIFE, /Finance and Accounts, MegLIFE, EKH / WKH / SWKH / RB / EJH / WJH / WGH / NGH / SGH / EGH / SWGH – for kind information and necessary compliance/action
7. Finance and Administration for your kind information
8. All Staff MegLIFE/CoE/LRB/Health cube
9. All Drivers MBDA/MBMA


(Shri Wankit Kupar)
Deputy Project Director
MegLIFE-MBDA