

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

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Meghalaya Livelihood Improvement
through Forest Enhancement

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Meghalaya Basin
Development Authority



Japan International
Cooperation Agency



www.mbda.gov.in

No. PLN/MBDA/04190/2024/NF/2733

Dated: Shillong, 18th May, 2026

OFFICE ORDER

Subject: Conduct Training on Detailed Book Keeping & MIS for SHGs, VPICs and IVCSs under MegLIFE

In order to strengthen the institutional capacity of SHGs, VPICs and IVCSs on financial management, record maintenance and MIS systems, all DPMUs and BPMUs are hereby instructed to make the necessary arrangements for conducting the training programme on Detailed Book Keeping & MIS for SHGs, VPICs (Standalone Villages only), and IVCSs, as per the approved targets and budget norms enclosed in Annexure–A.

The approved target participants are as follows:

The training programme shall be conducted as per the approved duration indicated below:

Sl. No.	Category	Approved Participants
1	SHG Members	1 representative per SHG
2	VPIC Members (Standalone Villages)	1 representative per VPIC
3	IVCS Members	2 representatives per IVCS

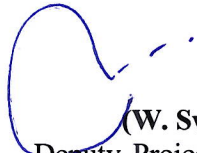
Note:

1. SHGs & VPICs – 2 Days Training on Detailed Book Keeping & MIS
2. IVCSs – 4 Days Training on IVCS Operations, Detailed Book Keeping & MIS

All concerned are requested to ensure timely coordination, mobilization of participants, and proper conduct of the training programme and the detailed approved budget breakup and training cost norms are enclosed herewith for necessary action and compliance. All training programmes shall be completed by **July 2026**. Training completion reports are to be submitted to the undersigned within 10 days of completion of the training.

This issues with the approval of the competent authority.

Encl: Annexure–A (Approved Budget & Cost Norms)

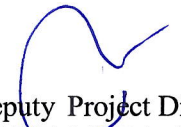

(W. Swer)
Deputy Project Director
MegLIFE, MBDA, Shillong

No. PLN/MBDA/04190/2024/NF/2733

Dated: Shillong, 18th May, 2026

Copy to:

1. Project Director, Meglife, For Kind information.
2. Additional Project Director, Meglife, For Kind information.
2. AGM, Livelihood, MegLIFE for kind information
3. All District Project Managers, MegLIFE for kind information and necessary action.
4. All Block Project Managers, MegLIFE for kind information and necessary action.
5. All IGA staff, MegLIFE for kind information and necessary action.


Deputy Project Director
MegLIFE, MBDA, Shillong

**Budget Cost Norm (Break up per member) Training on Detail
Book Keeping & MIS to SHGs under MegLife**

A. Budget towards the Arrangement of the Training Programme in the Venue						
Sl. No	Particular	Rate	Quantity	Unit	Total Amount	Remarks
1	Food	320	1	2	640	Per head cost for ² / ₃ days Breakfast: 70/- Lunch: 200/- Tea & Snacks: 50/-
2	Stationerie s	50	1	1	50	Per head @ 50/-
3	Training Materials	100	1	1	100	xerox photo copy of all SHGs Registers, Books, Vouchers to be used during Hands on training to the participants.
	Total				790	
	Sub Total (	790				
B. Budget towards the Arrangement Resource Fee, Hall fee, TA&DA to SHG members						
Sl. No	Particular	Amount	Quantity	Unit	Total Amount	Remarks
1	Resource fee	1500	1	2	3000	Minimum 10-15 SHGs per training session (1000/10) = 100
2	Hall fee	500	1	2	1000	Hall fee – Minimum 10-15 SHGs per training session
3	TA	200	1	2	400	travel from village to the Venue (payment as per local rate fare Rs.
4	DA Allowance	350	1	2	700	
	Total				1100	
	Sub Total (	1,100				
GRAND TOTAL (A+B)	1,890					

Note: Participation shall include one representative from each of the 1,000 SHGs, and additionally, one representative from each VPIC only in the standalone villages.