



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003

(Reg No. SR/MBDA - 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

No PLN/MBDA/02602/2024/1360

Dated: Shillong the 25th February 2025

Office Order

In an effort to ensure better and faster vendor payment related to tours and travel & other arrangements, the following shall come into effect immediately:

1. Booking of flights / accommodation / food & refreshment arrangements must be initiated only after approval has been received from the Competent Authority
2. Booking of hotels/Guest House through travel agency must be done on approval of the Competent Authority
3. Admin shall process booking of flight tickets (including cancellation and re-booking)/accommodation/vehicle arrangements and other arrangements only if the proposed activity/tour is approved
4. Bills pertaining to flight tickets/ hotels & other food & refreshment arrangements without prior approval will not be processed
5. When sending request for booking flights/accommodation/travel/ food & refreshment, the head of accounts/project for booking expenses should be mentioned.
6. Admin should be notified in-case respective teams/divisions make changes to the original arrangements made by Admin.

The above comes into effect with immediate date and until further orders


Shri Gunarka DB, IFS
Executive Director
MBMA/MBDA &
Addl Project Director, /MegLIFE/MegARISE

To:

1. Director, Meghalaya Basin Development Authority for kind information
2. CFO, MBDA / MBMA, for kind information & necessary action
3. Deputy Project Director, MegARISE for kind information & necessary action
4. Deputy Project Director, MegLIFE for kind information & necessary action
5. All Components, MegLIFE/MegARISE/Bamboo Mission for kind information & necessary action